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Naval Sea Logistics Center

PDREP TRAINING

PQDR Navigation

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Objectives

- Perform More Advanced Originator Functions
- Manage PQDR Worklists
- Navigate Throughout the PQDR Module
- Understand Functions at Higher Access Levels

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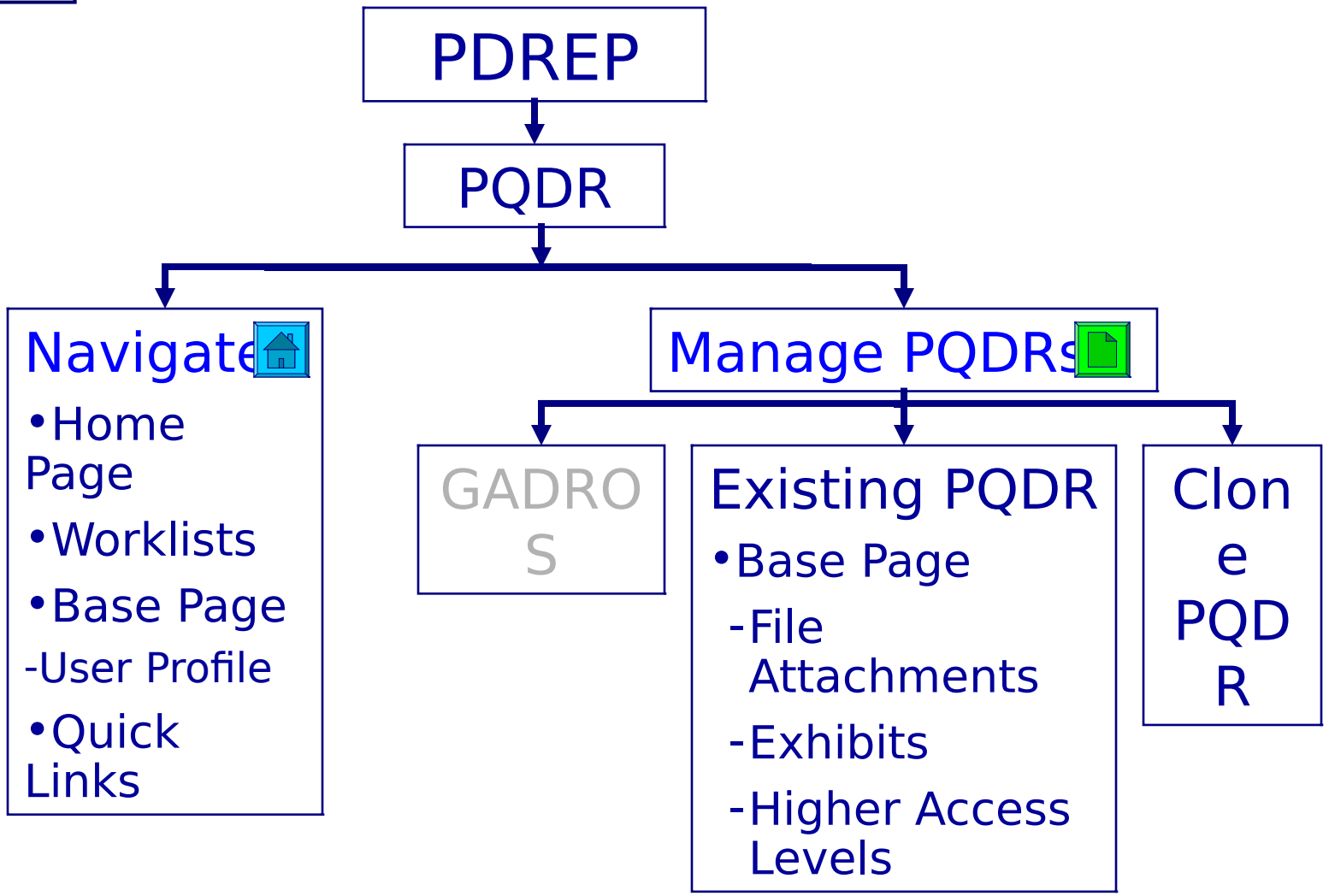
Topics Covered



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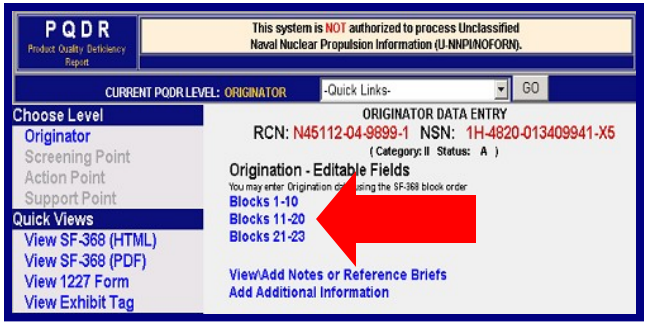
Screen Conventions

- Use "**Back**" Button on PQDR Screens, Not Your Browser's "Back" Button

- "**Print**" Button Prints Contents of Screens Where It Appears



- Links Appear in **Blue**

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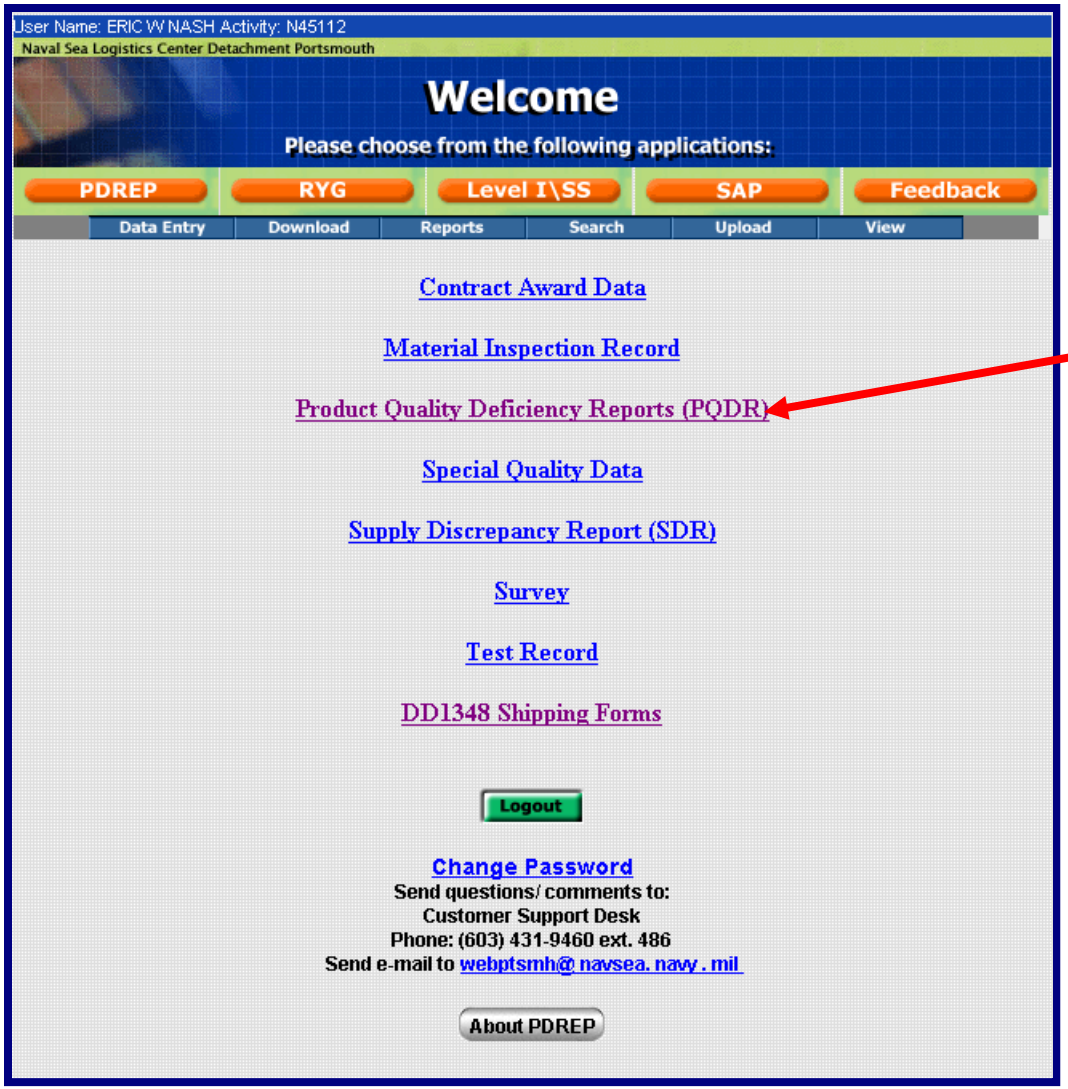
Welcome Screen



- **Click PQDR**

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PQDR Navigation

PQDR HOME PAGE

Choose a PQDR Link	
Create New PQDR	Create a new PQDR record. The user must supply an RCN number
Search for Existing PQDR	Search for a specific record by RCN or Requisition number. If the PQDR is found the system will automatically retrieve the record for viewing\editing. You may also enter partial numbers and then choose from a list of similar RCN numbers.
Select RCN From Worklist	View all of the PQDRs that currently require attention for a given user and\or DoDAAC. You may select any PQDR from this list for viewing\editing
Clone PQDR	Create a new PQDR that includes data from an existing PQDR.
GADROS Worklist	View and Process PQDRs that were initiated by non-PDREP Originators using the GADROS system (Globally Accesible Deficiency Report Origination System). This feature is only available for Screening Points that belong to one of the default Navy or Marine activities.
Choose a Search Link	
Advanced Search	Search PQDRs based on Level, Activity, Year, User ID, NIIN, Status, or Control Number.
CDCS Search	Search CDCS records based on Year, Doc Type, Cause Code, NIIN, CAGE, Contract Number, Action Office, CDCS number.
DCMA Search	Search PQDRs based on Year, Fiscal Quarter, Region, Activity.
DFAS Search	Same as Advanced Search but with DFAS data in the result set.
End Item Search	Search PQDRs based on End Item NIIN, Next Higher Assy NIIN, TAM, Type\Model\Series.
MIR PQDR Search	Search MIR records based on Year, MIR Attribute, NIIN, CAGE, SMIC, Contract Number, DoDAAC, JOB Order, Project.
NIIN\Contract Search	Search PQDRs based on NSN related criteria.

- **Functions:**
  - **Create, Search and Manage PQDRs**
  - **View Worklists**
  - **Search Tools**

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Search for Existing PQDR

PQDR HOME PAGE
Choose a PQDR Link
Create New PQDR
Create a new PQDR record. The user must supply an RCN number
Search for Existing PQDR
Search for a specific record by RCN or Requisition number. If the PQDR is found the system will automatically retrieve the record for viewing\editing. You may also enter partial numbers and then choose from a list of similar RCN numbers.
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Same as Advanced Search but with DFAS data in the result set.
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Search PQDRs based on End Item NIIN, Next Higher Assy NIIN, TAM, Type\Model\Series.
MIR PQDR Search
Search MIR records based on Year, MIR Attribute, NIIN, CAGE, SMIC, Contract Number, DoDAAC, JOB Order, Project.
NIIN\Contract Search
Search PQDRs based on NSN related criteria.

Look Up A Specific RCN

- **Click “Search for Existing PQDR”**

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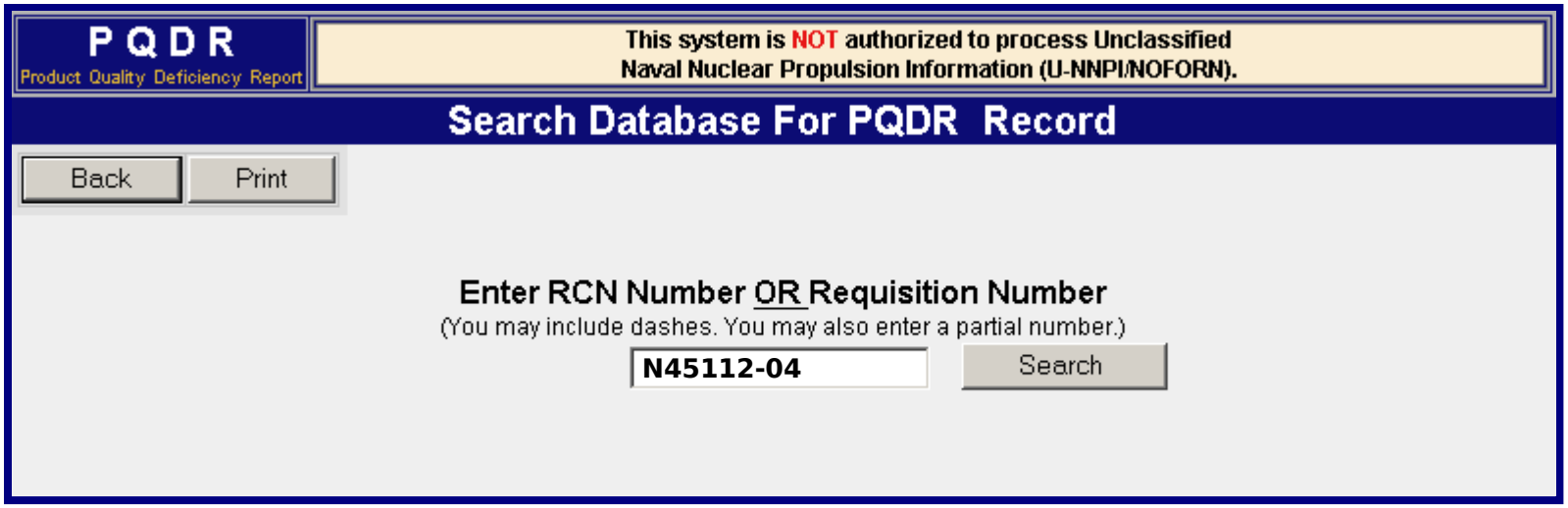
Search for Existing PQDR


PQDR
Product Quality Deficiency Report
This system is NOT authorized to process Unclassified
Naval Nuclear Propulsion Information (U-NNPI/NOFORN).
Search Database For PQDR Record
Back
Print
Enter RCN Number OR Requisition Number
(You may include dashes. You may also enter a partial number.)
N45112-04
Search

- **Enter at Least 8 Characters of RCN or Requisition**
- **Click "Search"**

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Search for Existing PQDR

PQDR
Product Quality Deficiency Report

This system is NOT authorized to process Unclassified
Naval Nuclear Propulsion Information (U-NNPI/NOFORN).

Search Database For PQDR Record

Back | Print

Enter RCN Number OR Requisition Number
(You may include dashes. You may also enter a partial number.)

N45112-04 Search

RCN	REQUISITION NO.	STATUS	LAST MODIFICATION	LAST MODIFICATION DATE	CATEGORY
N45112-040001	N451124034U859	CI	SPOIN1	2/3/2004 6:27 PM	II
N45112-04000125		A			II
N45112-040002	unknown	A			II
N45112-040016		A	DSILV	1/26/2004 9:01 AM	II
N45112-040765	N0010498C09877777777	A	DMORA	2/5/2004 2:56 PM	II
N45112-040853		A	DMORA	1/22/2004 6:40 PM	II
N45112-040965		A	DMORA	2/11/2004 3:14 PM	II
N45112-041000		A	LTHOR	1/28/2004 10:34 AM	II
N45112-041001		A	ZARA	7/8/2003 3:01 PM	II
N45112-041002		A	DSILV	6/2/2003 9:37 AM	II
N45112-041003		A	ZARA	7/1/2003 9:25 AM	II
N45112-041004		A3	ZARA	10/16/2003 2:05 PM	II
N45112-041005		A	DMORA	7/28/2003 11:45 AM	II
N45112-041006		A	DMORA	9/16/2003 8:29 AM	II
N45112-041007		A			II
N45112-041008		A	ZARA	2/6/2004 3:06 PM	II
N45112-041009		A	ZARA	1/26/2004 3:07 PM	II
N45112-041010		A			II
N45112-041471		A	MKISH	1/27/2004 3:01 PM	II
N45112-042010		A			II
N45112-042011		A			II
N45112-043425		A	DMORA	2/6/2004 1:41 PM	II
N45112-044511		A	DMORA	2/11/2004 12:30 PM	II
N45112-04451101		A	DMORA	2/11/2004 3:07 PM	II
N45112-04909090		A			II
N45112-049630		A	AMCGE	2/23/2004 11:06 AM	II
N45112-049864		A	DMORA	2/5/2004 6:32 PM	II
N45112-049876		A	WMCKI	2/11/2004 9:34 AM	II
N45112-049877		A	WMCKI	1/21/2004 2:22 PM	II
N45112-04989898		AI	MKISH	1/23/2004 12:46 PM	⚠ CAT I
N45112-049899		A	TRAIN	2/3/2004 9:46 AM	II
N45112-0498991	N4511242239999	A	OONLY	2/23/2004 2:21 PM	II
N45112-04989911		CH	SPOIN1	3/11/2004 9:15 AM	II
N45112-0498992		A	TRAIN	2/5/2004 1:57 PM	II
N45112-0498994	N4511242239999	A			II
N45112-0498995	N4511242239999	A			II
N45112-049900		A			II

List of All PQDRs Matching Partial RCN or Requisition

- Click an RCN or Requisition No. to View PQDR

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Select RCN From Worklist

PQDR HOME PAGE

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View and Manage PQDRs From Worklists

- **Click “Select RCN From Worklist”**

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PQDR Worklists

- **Enter Worklist Criteria**
  - **Must Enter Activity and/or User Code**
    - **Click Display Worklist**

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PQDR User Worklist

Filters By Year, Level, Activity and User Code

PQDR User Worklist

Back | Print

Since Year(YYYY): 2003 Show Worklist for: ORIGINATOR (UNRELEASED) at Activity: N45112 Usercode:

Sort: RECEIVED DATE - ASC | Display Worklist | Total: 125

CAT	RECEIVED	HISTORY	SF368	RCN	CONTACT	PHONE NO.	LAST ACTION	STAUS	OVERDUE	DELETE
II	16-JAN-03	UNR	View	N45112-03-1015	ZARA A. SILVERMAN	558-452-4412	Unreleased PQDR	A		Del
II	29-JAN-03	UNR	View	N45112-03-1019	ZARA A. SILVERMAN	558-452-4412	Unreleased PQDR	A		Del
II	04-FEB-03	UNR	View	N45112-03-1020	ZARA A. SILVERMAN	558-452-4412	Unreleased PQDR	A		Del
II	04-FEB-03	UNR	View	N45112-03-1023	ZARA A. SILVERMAN	558-452-4412	Unreleased PQDR	A		Del
II	04-FEB-03	UNR	View	N45112-03-1027	ZARA A. SILVERMAN	558-452-4412	Unreleased PQDR	A		Del
II	10-FEB-03	UNR	View	N45112-92-1032	ZARA A. SILVERMAN	558-452-4412	Unreleased PQDR	A		Del
II	10-FEB-03	UNR	View	N45112-02-1036	ZARA A. SILVERMAN	558-452-4412	Unreleased PQDR	A		Del

- Click "View" to See SF-368 Format
- Click RCN to Open the PQDR

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Clone PQDR

PQDR HOME PAGE

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Create New PQDRs Based on Existing PQDRs

- Click “Clone PQDR”

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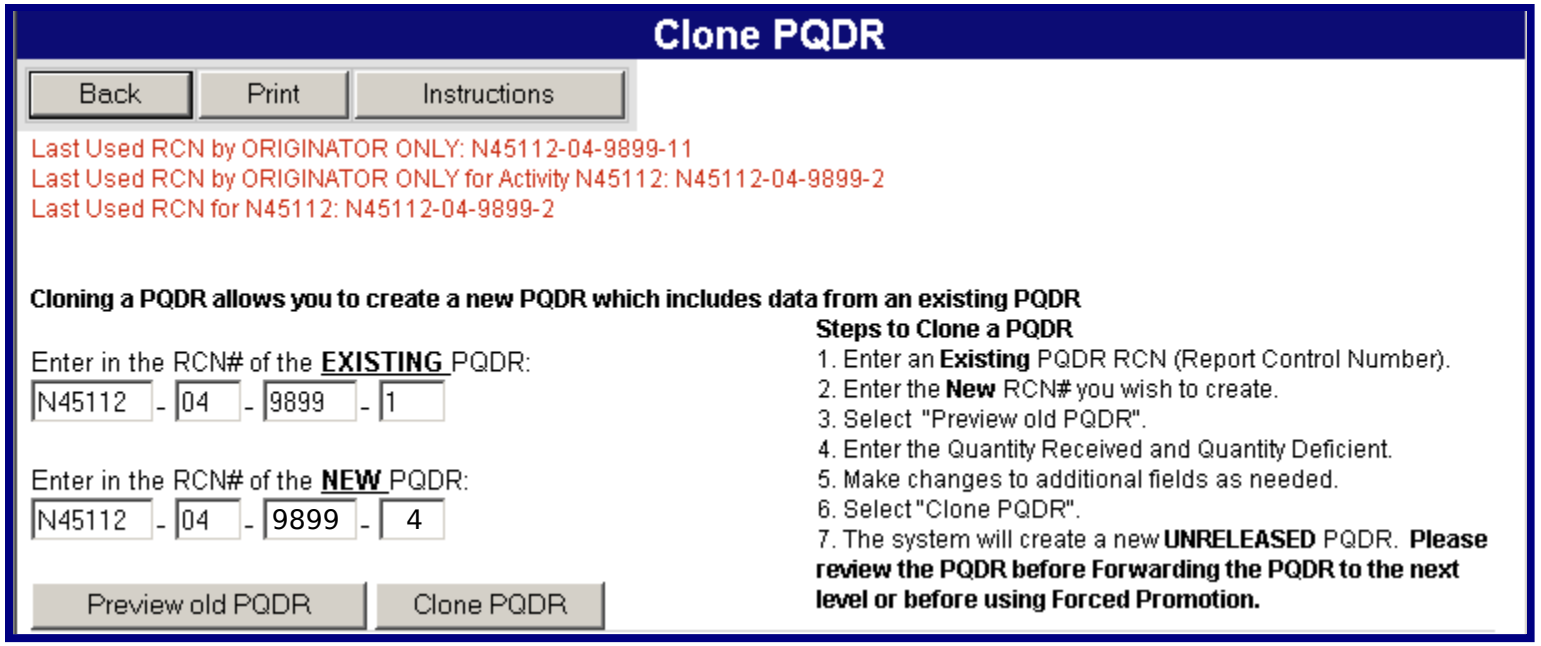
Clone PQDR


Clone PQDR
Back
Print
Instructions
Last Used RCN by ORIGINATOR ONLY: N45112-04-9899-11
Last Used RCN by ORIGINATOR ONLY for Activity N45112: N45112-04-9899-2
Last Used RCN for N45112: N45112-04-9899-2
Cloning a PQDR allows you to create a new PQDR which includes data from an existing PQDR
Enter in the RCN# of the EXISTING PQDR:
N45112 - 04 - 9899 - 1
Enter in the RCN# of the NEW PQDR:
N45112 - 04 - 9899 - 4
Preview old PQDR
Clone PQDR
Steps to Clone a PQDR
1. Enter an Existing PQDR RCN (Report Control Number).
2. Enter the New RCN# you wish to create.
3. Select "Preview old PQDR".
4. Enter the Quantity Received and Quantity Deficient.
5. Make changes to additional fields as needed.
6. Select "Clone PQDR".
7. The system will create a new UNRELEASED PQDR. Please review the PQDR before Forwarding the PQDR to the next level or before using Forced Promotion.

- Click "Instructions" to See Steps to Clone a PQDR
- Enter RCN of the Existing PQDR to Clone
- Enter RCN for New PQDR
- Click "Preview Old PQDR"

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Clone PQDR

Preview for RCN: N45112-04-9899-1

(M) - MANDATORY FIELDS

(M) NSN: COG 1H (M)FSC 4820 NIIN 013409941 SMIC X5

(M) NOMENCLATURE:

(M) QUANTITY: (M)Received 0 Inspected 0

(M)Deficient 0 In Stock 0

UNIT COST: $0.00

UNIT OF ISSUE: EA - EACH

CAGE CODE: 71905
DERBYSHIRE MACHINE AND TOOL CO INC
5100 BELFIELD AVE
PHILADELPHIA, PA 19144-1788

SHIPPER CODE: N00104
NAVAL INVENTORY CONTROL POINT
5450 CARLISLE PIKE
MECHANICSBURG, PA 17055-0788

SERIAL/LOT/BATCH/HEAT TYPE: L - LOT NUMBER

SERIAL/LOT/BATCH/HEAT NUMBER: 235964-03

CONTRACT NUMBER:

(M) CONTRACT ITEM NUMBER:

☑ Contract Number not provided/unknown.

(M) REQUISITION NUMBER: N4511242239999

☐ Requisition Number not provided/unknown.

PURCHASE ORDER NUMBER:

(M) DESCRIPTION OF DEFICIENCY: TESTED UNITS FAILED PRESSURE TEST AT 450PSI.

(M) DEFECT ATTRIBURE CODE(S): -CHOOSE- Add Code

Code	Literal	Delete
2AM	MECHANICAL OPERATIONAL MALFUNCTION	Delete
3AL	MECHANICAL TESTING	Delete

- **Enter Quantities Received and Deficient**
- **Review Other Fields and Make Changes As Needed**

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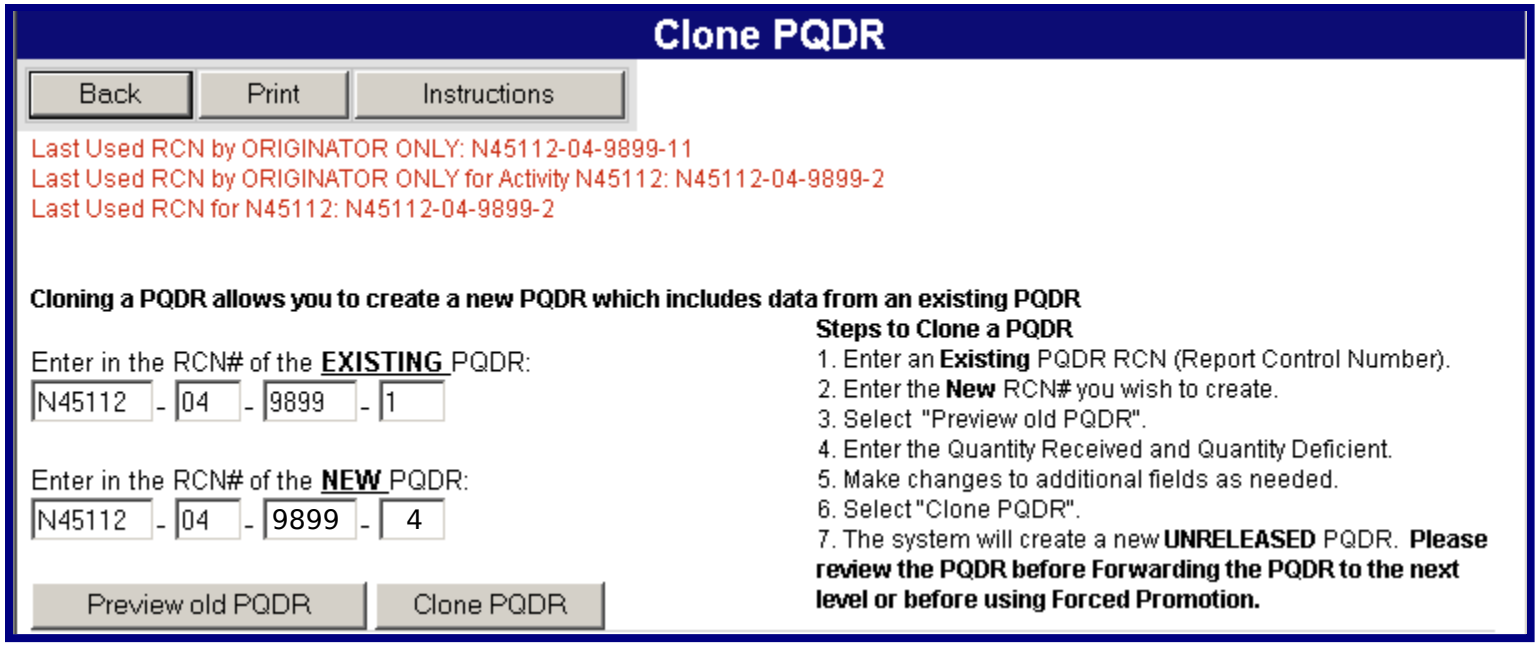
Clone PQDR


Clone PQDR
Back
Print
Instructions
Last Used RCN by ORIGINATOR ONLY: N45112-04-9899-11
Last Used RCN by ORIGINATOR ONLY for Activity N45112: N45112-04-9899-2
Last Used RCN for N45112: N45112-04-9899-2
Cloning a PQDR allows you to create a new PQDR which includes data from an existing PQDR
Enter in the RCN# of the EXISTING PQDR:
N45112 - 04 - 9899 - 1
Enter in the RCN# of the NEW PQDR:
N45112 - 04 - 9899 - 4
Preview old PQDR
Clone PQDR
Steps to Clone a PQDR
1. Enter an Existing PQDR RCN (Report Control Number).
2. Enter the New RCN# you wish to create.
3. Select "Preview old PQDR".
4. Enter the Quantity Received and Quantity Deficient.
5. Make changes to additional fields as needed.
6. Select "Clone PQDR".
7. The system will create a new UNRELEASED PQDR. Please review the PQDR before Forwarding the PQDR to the next level or before using Forced Promotion.

- Click “Print” to Print Page for Reference if Desired
- Click “Clone PQDR” to Complete
- PQDR Base Page for New PQDR Will Display

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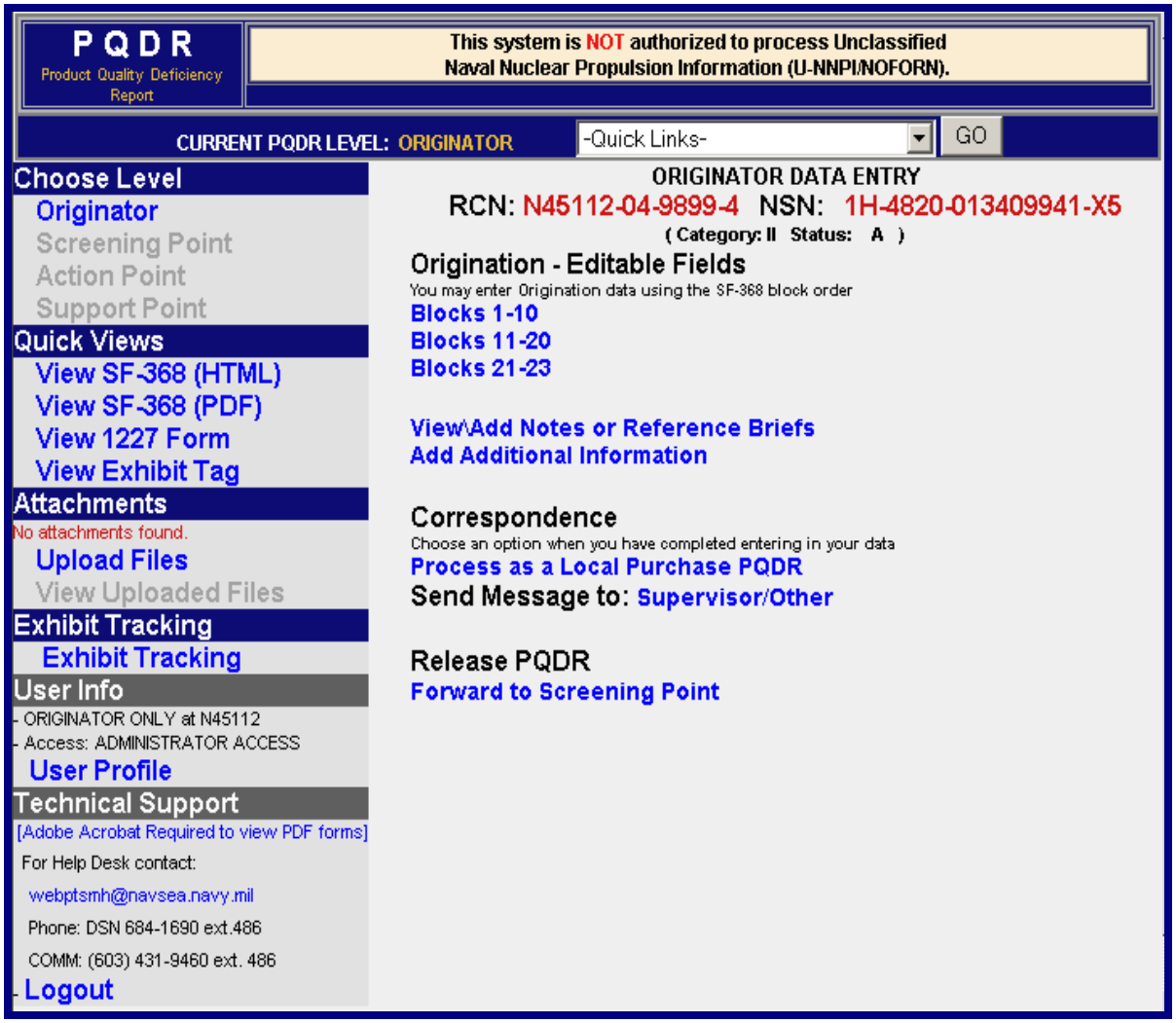
Clone PQDR



- **Review Cloned PQDR**
- **Edit As Needed or Forward**

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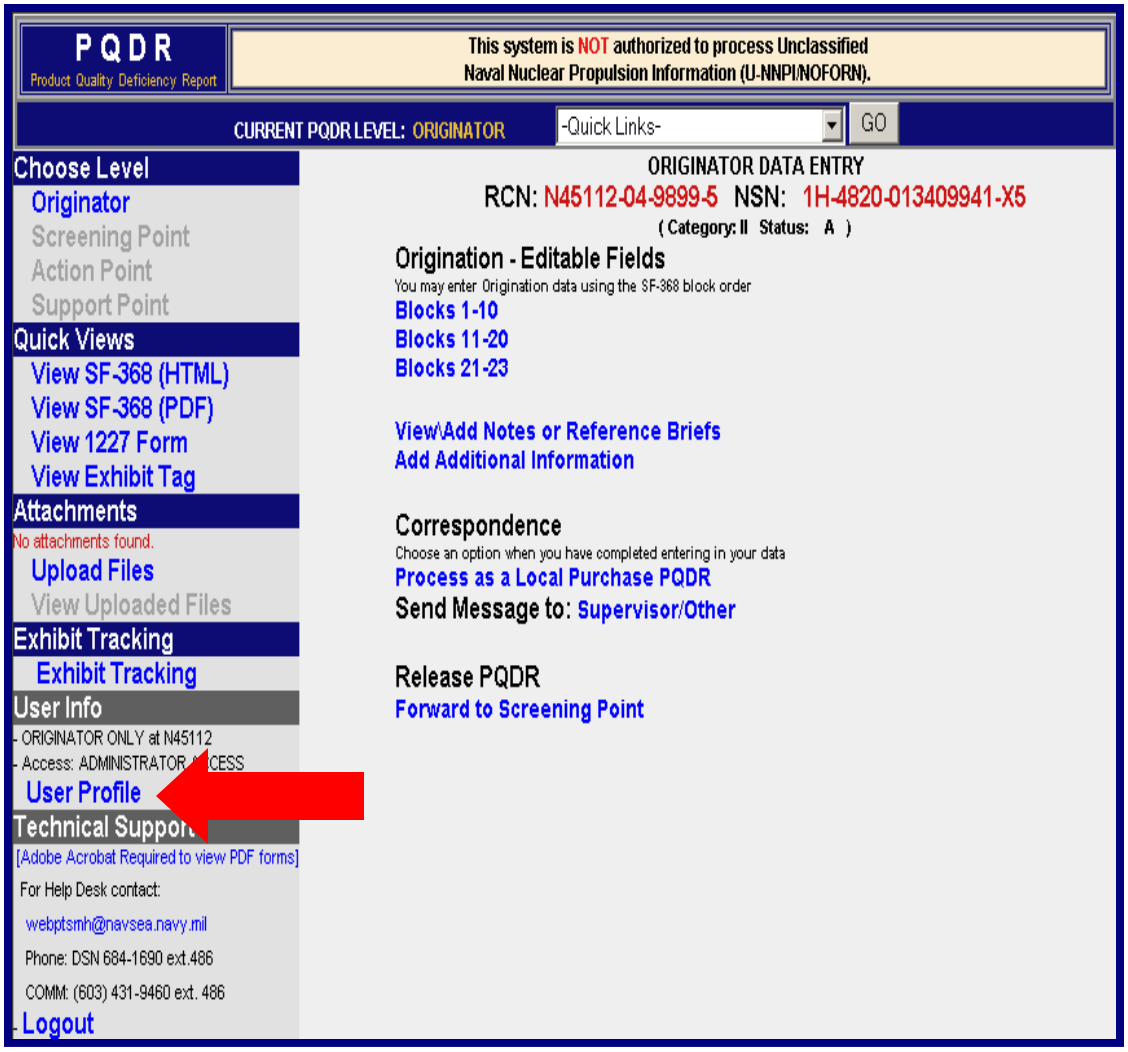
User Profile



Set Up User Profile

- **Click “User Profile”**

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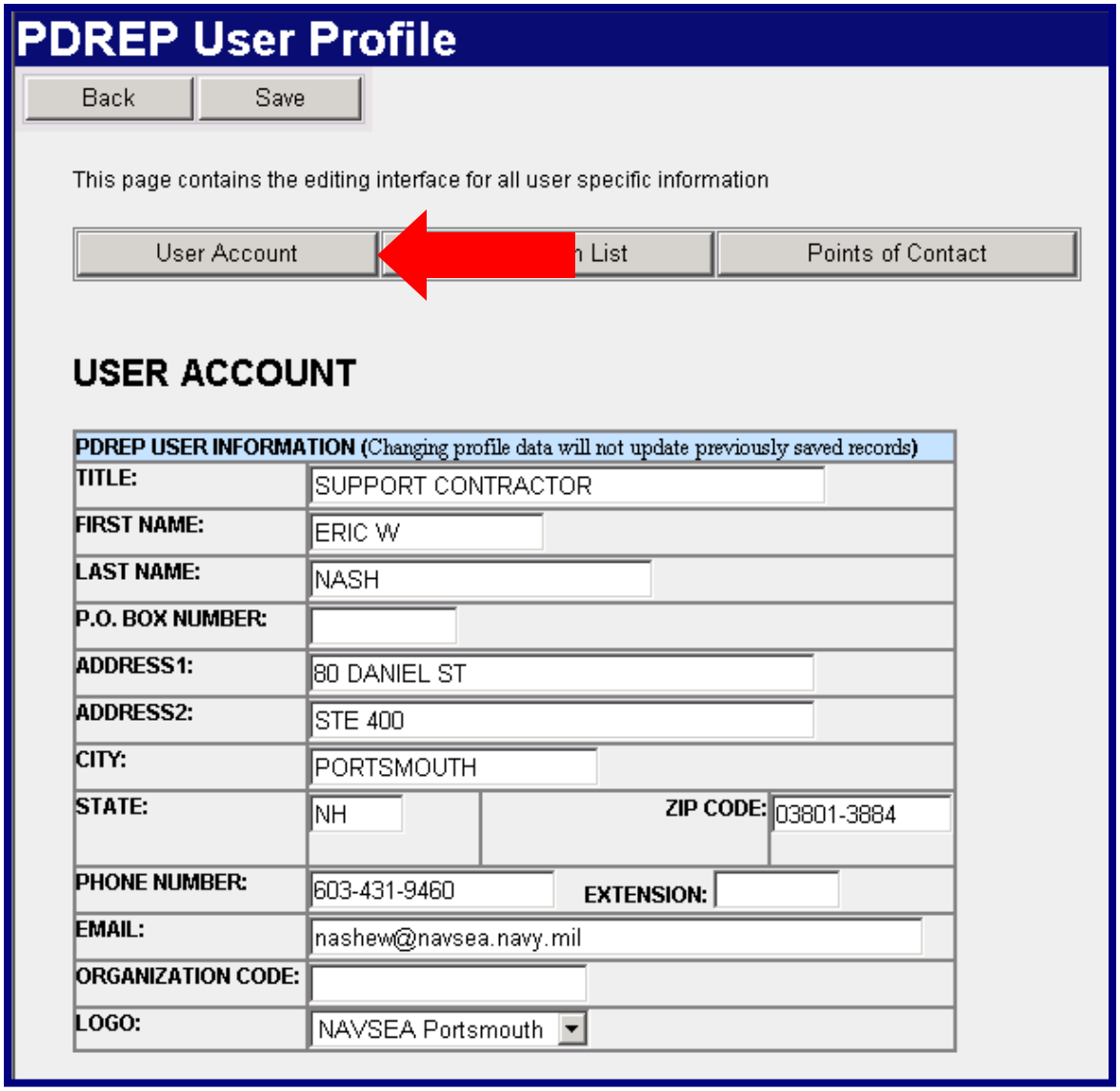
User Profile- User Account



Access Your User Contact Information

- Click “User Account”

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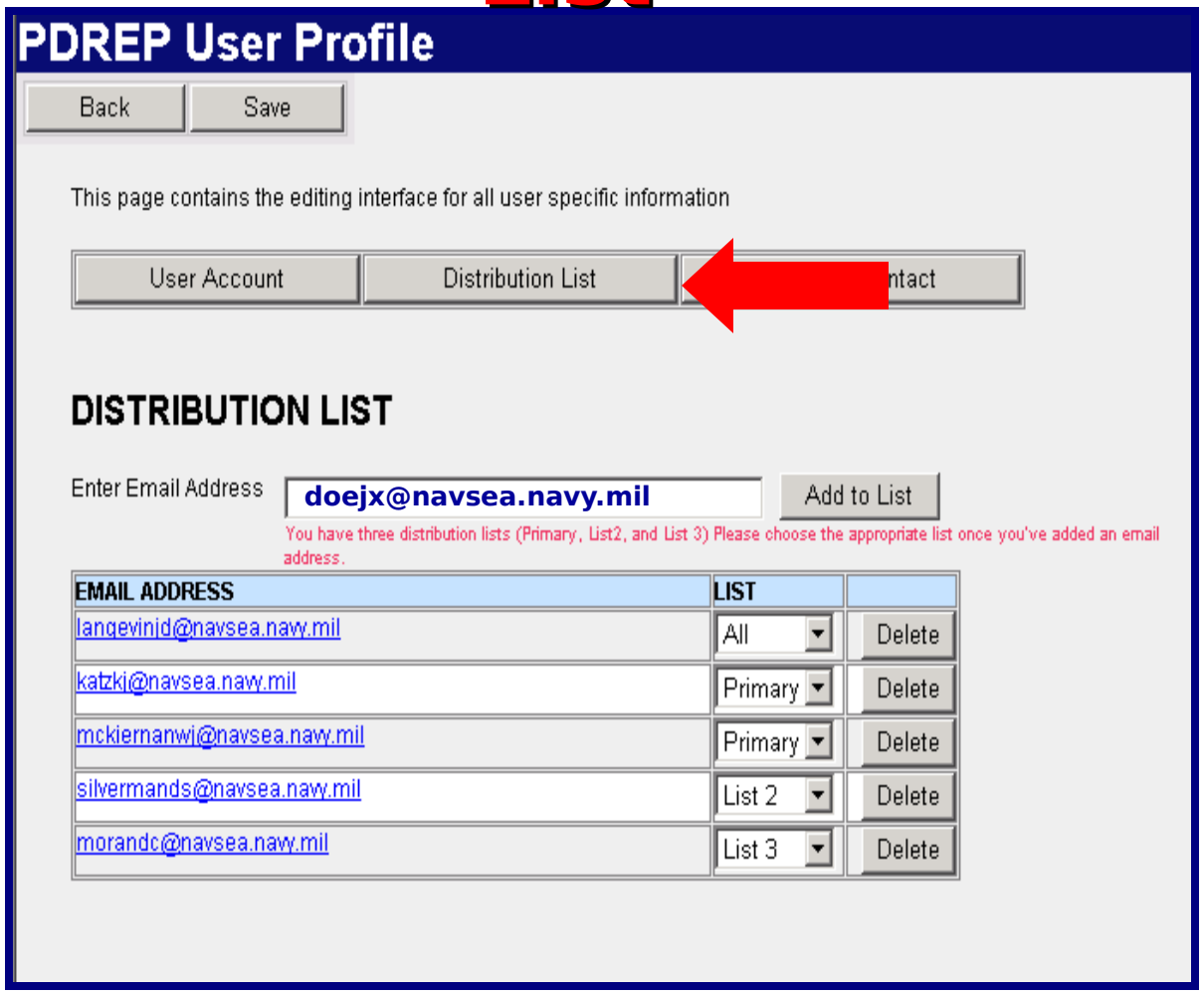
User Profile- Distribution List



Set Up E-mail Distribution Lists

- **Click "Distribution List"**

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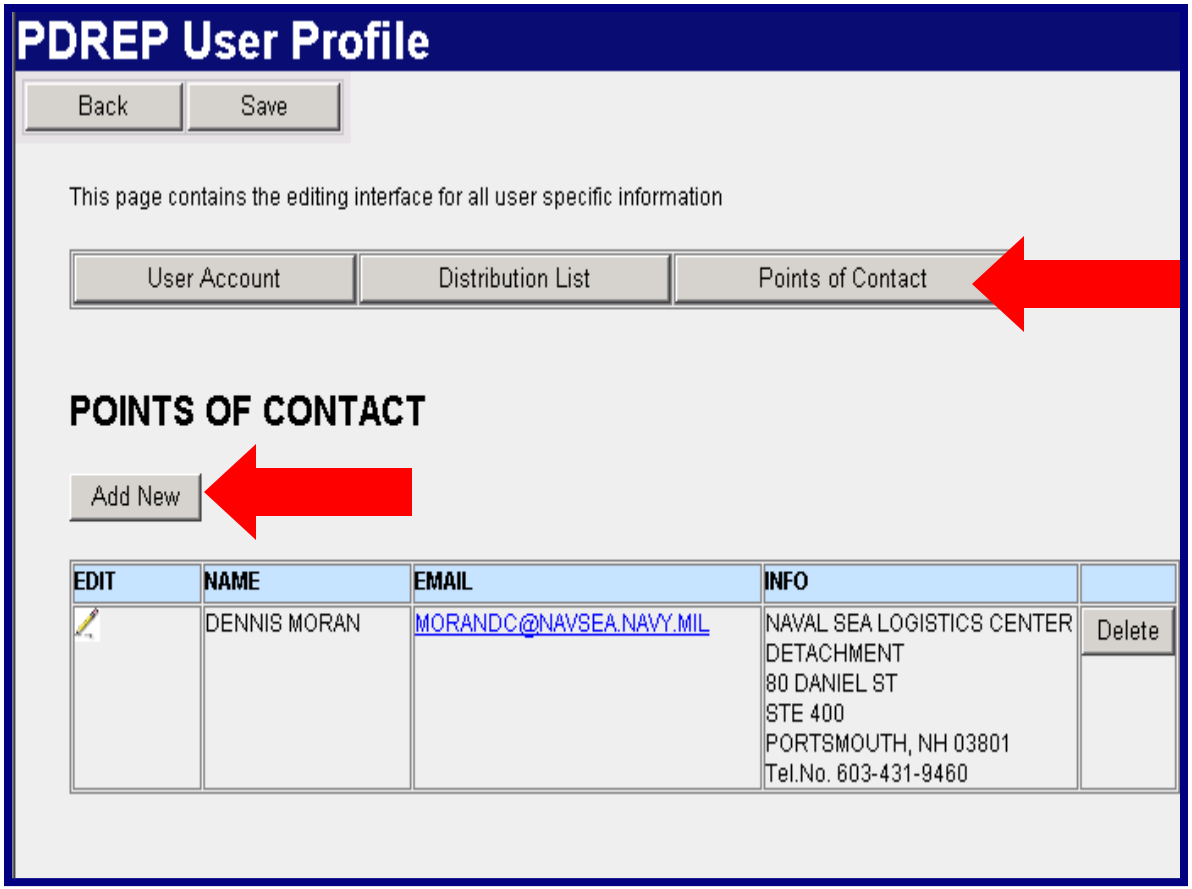
User Profile- Points of Contact



Set Up Points of Contact

- Click "Points of Contact"
- Click "Add New"

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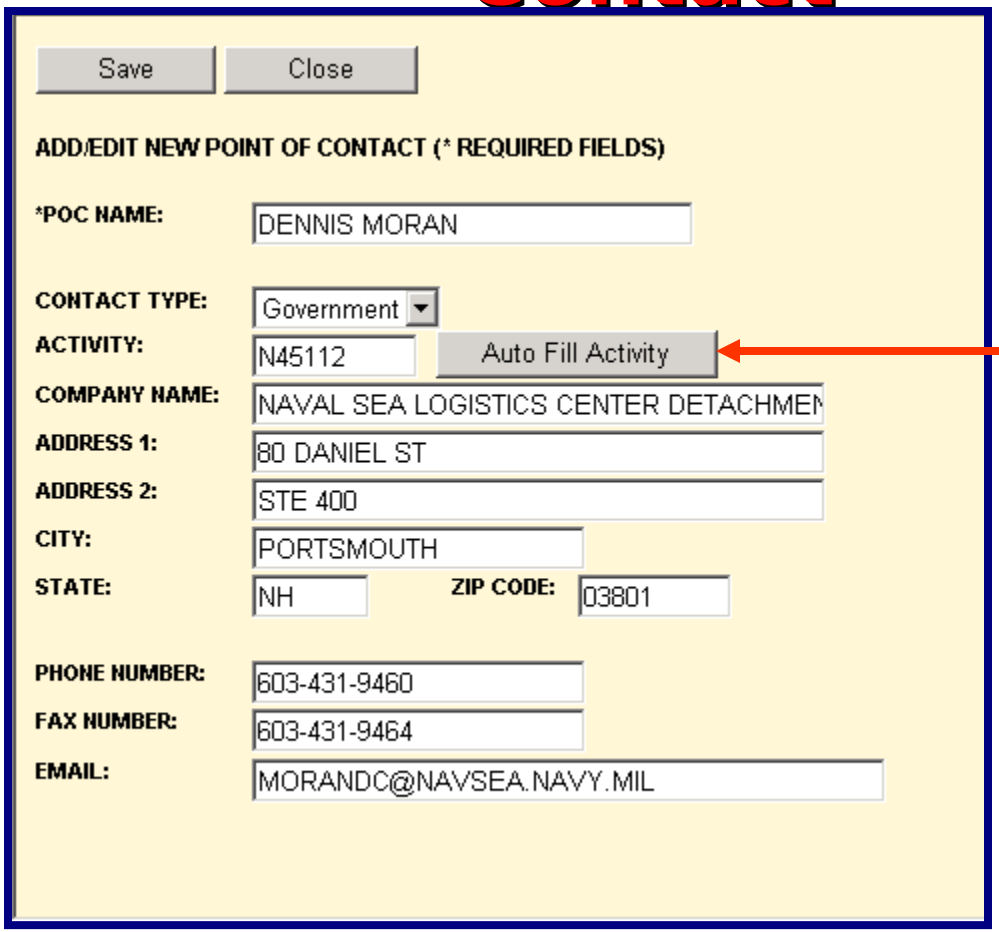
User Profile- Points of Contact



- Enter or Edit POC Activity and Contact Information
- Activity or Contractor Address Info Auto-Fills From DODAAC or CAGE

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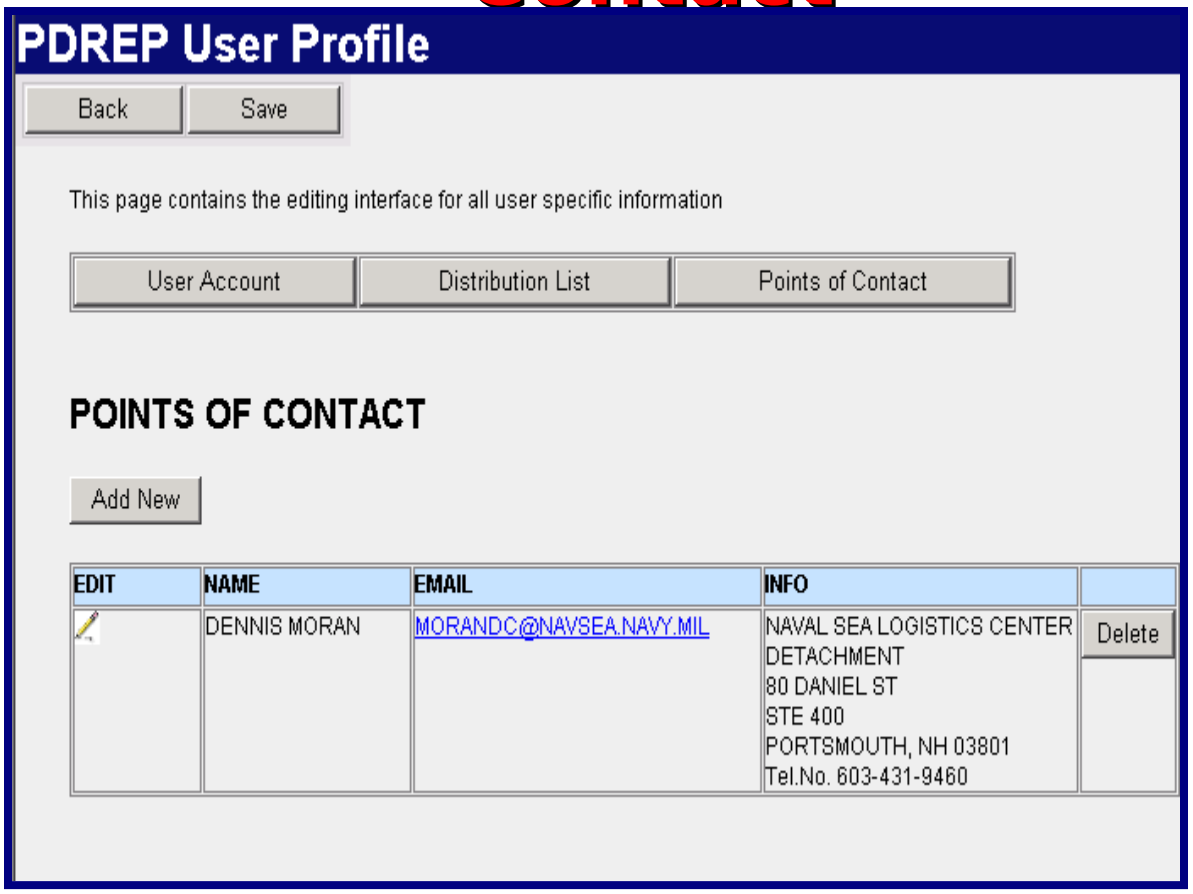
User Profile- Points of Contact



- Click "**Edit**" Icon to Edit Contact
- Click E-mail Address to Send Mail
- Click "**Delete**" to Remove Contact

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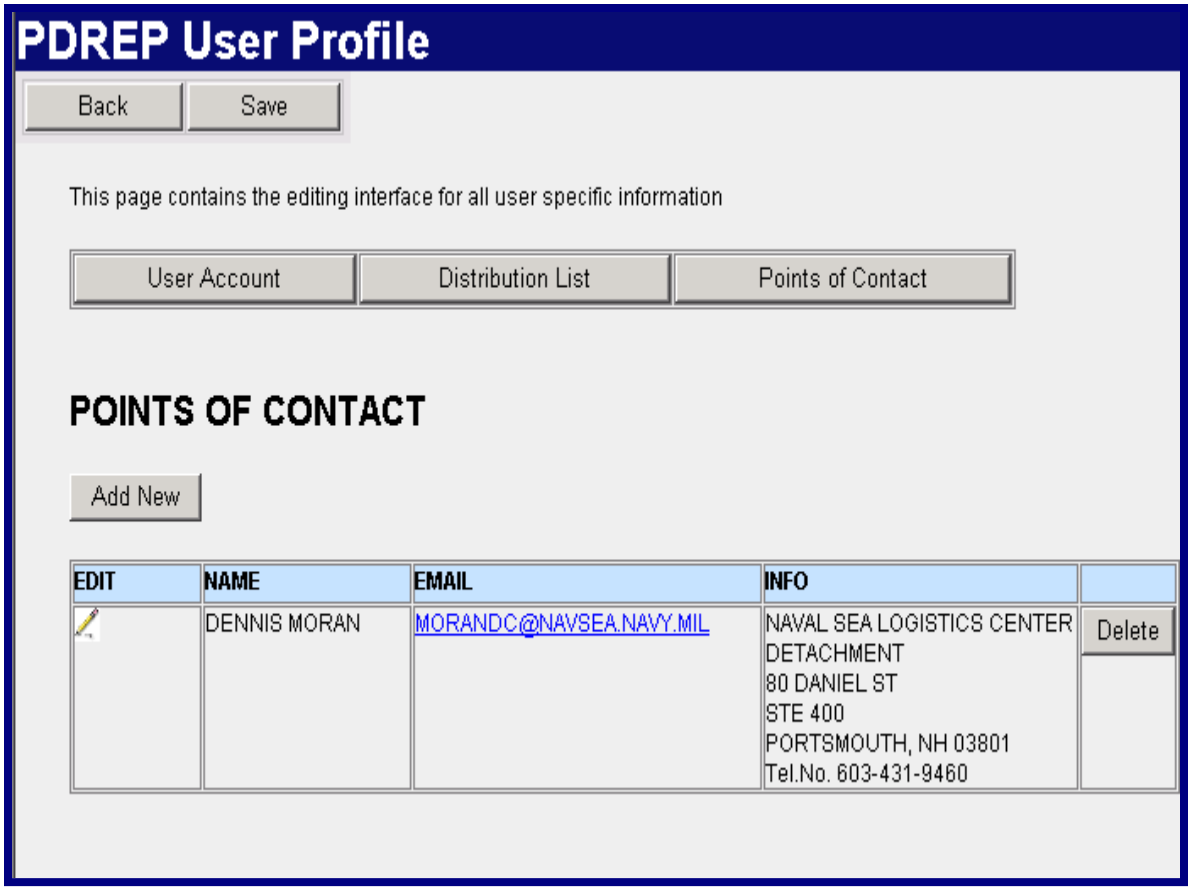
User Profile



- Click “Save” to Save Profile
- Click “Back” to Return to PQDR Base Page

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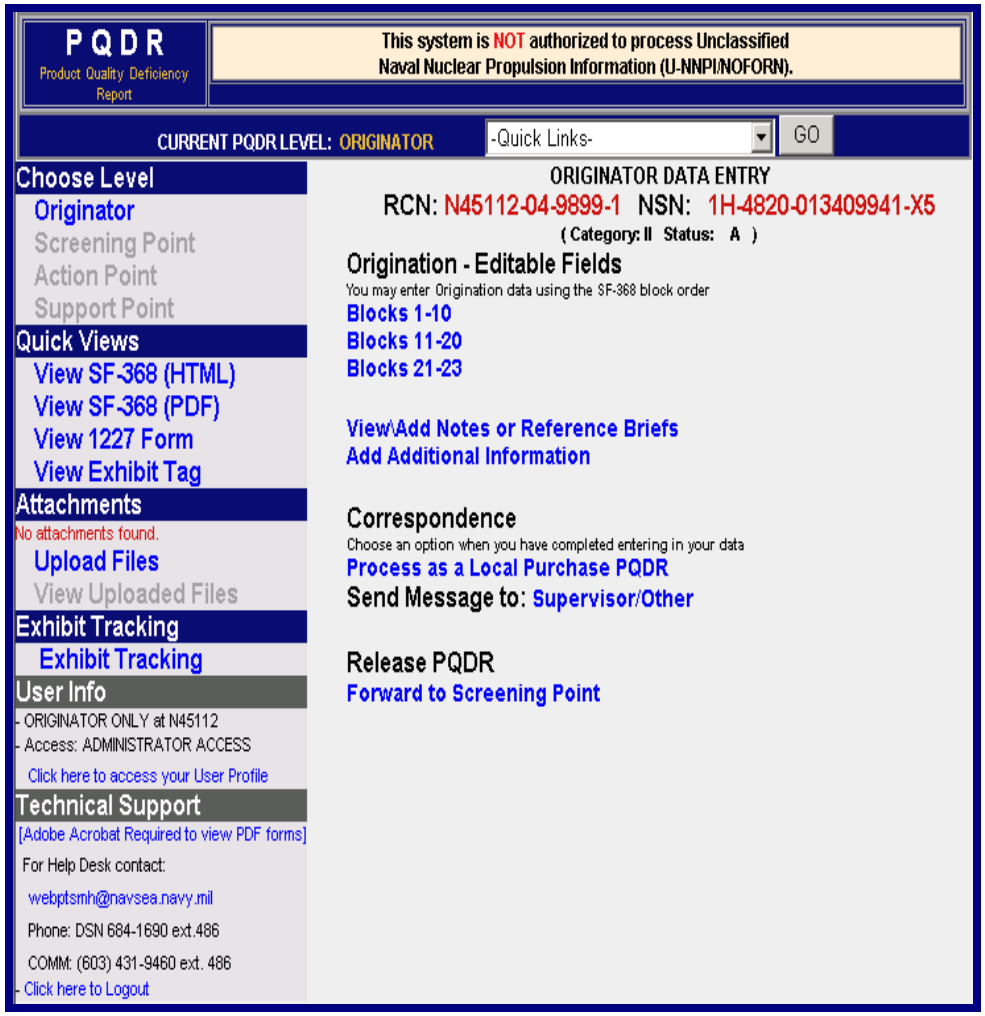
PQDR Base Page



- **Quick Links- Shortcuts to Other PQDR Functions**
- **Links to Blocks on PQDR**
- **Add Notes and Additional Information**
- **Links for Correspondence and Release of PQDR**

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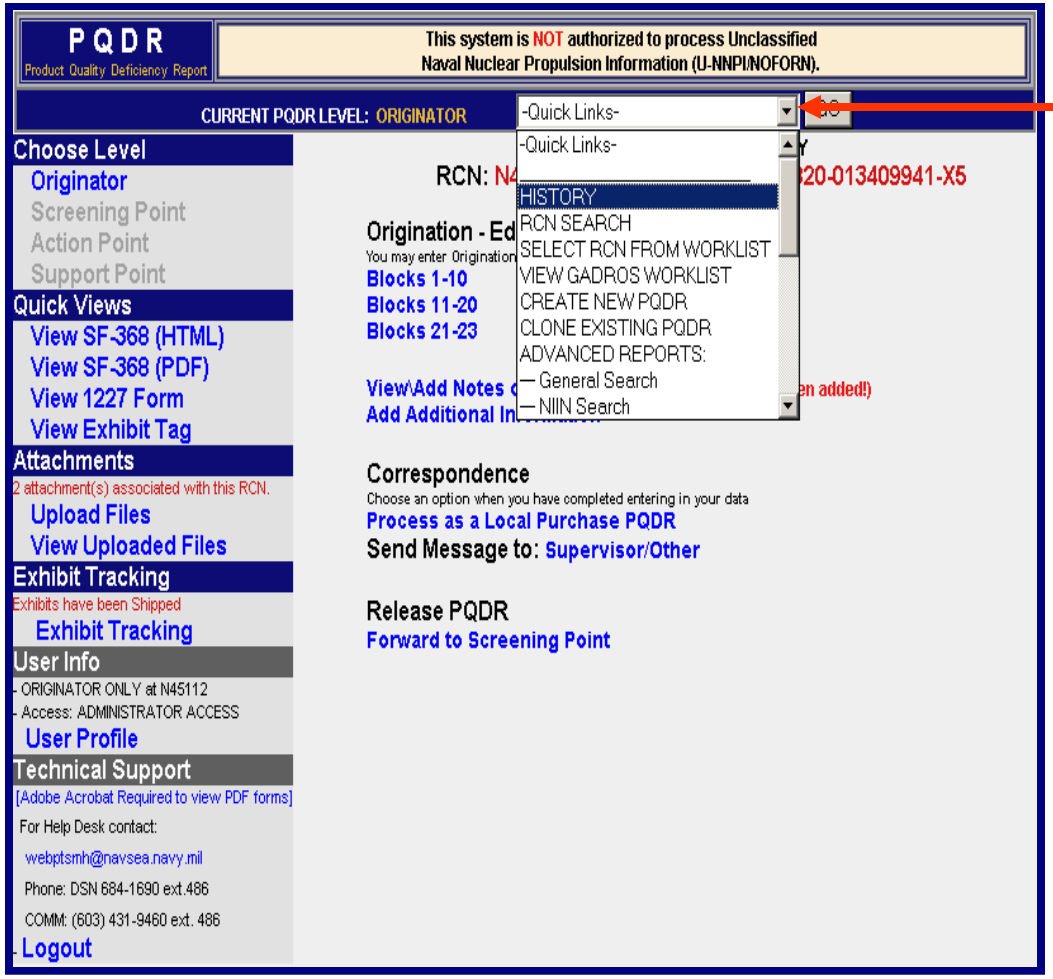
PQDR Base Page

Quick Links- Shortcuts to Other PQDR Functions

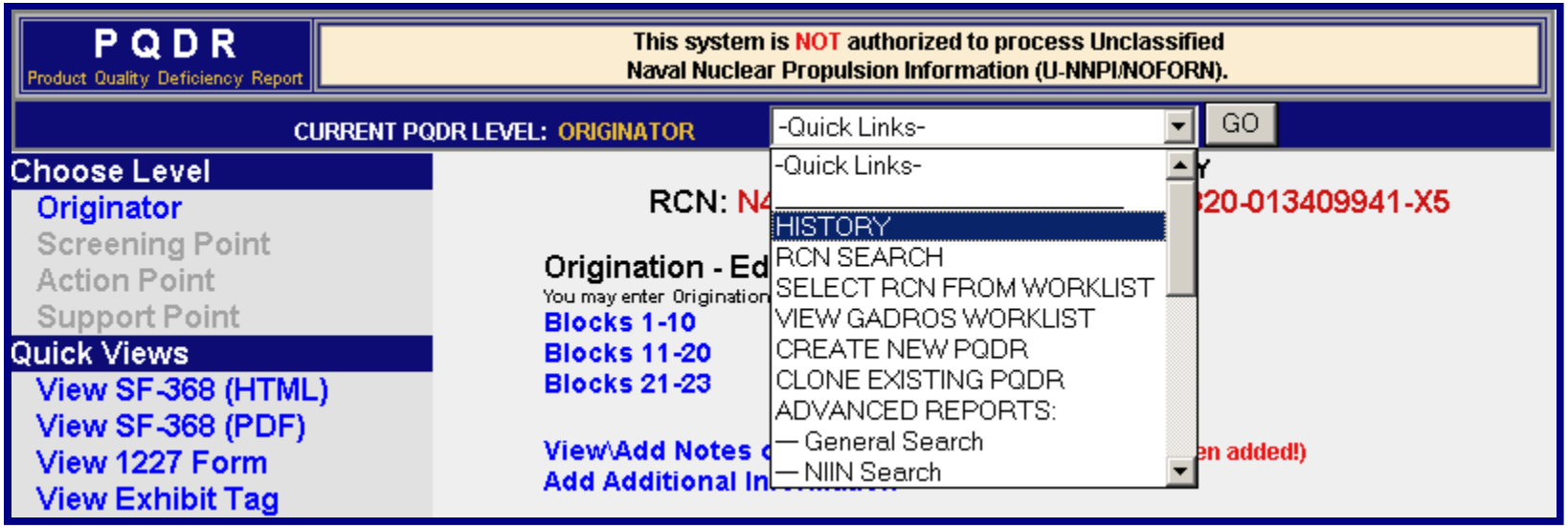


- **Click Down Arrow to See -Quick Links- Menu**

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

Quick Links- History

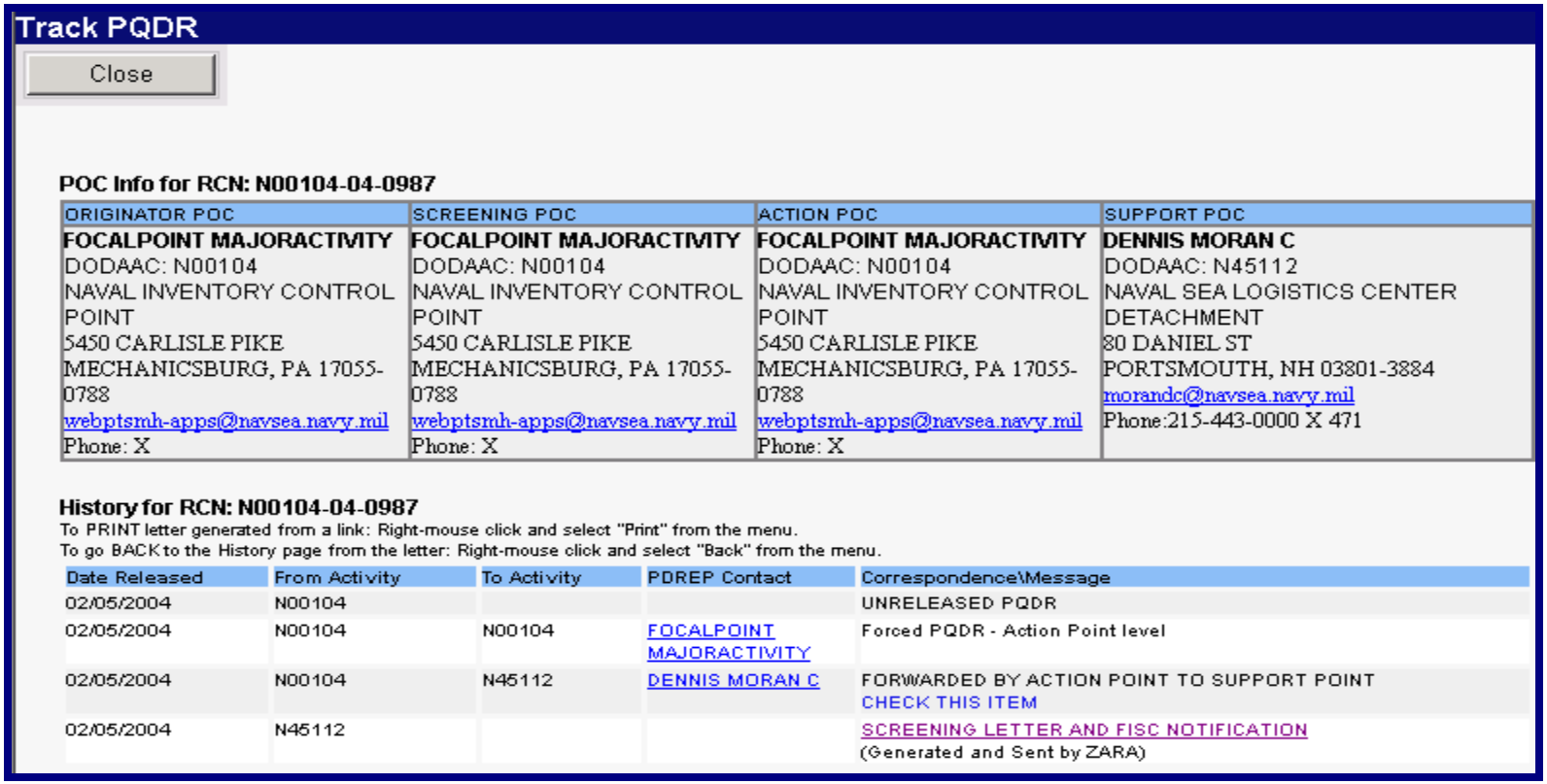
View History of Current PQDR



- Select “HISTORY” From Quick Links Menu

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

PQDR History


Track PQDR
Close
POC Info for RCN: N00104-04-0987
ORIGINATOR POC
FOCALPOINT MAJORACTIVITY
DODAAC: N00104
NAVAL INVENTORY CONTROL POINT
5450 CARLISLE PIKE
MECHANICSBURG, PA 17055-0788
webptsmh-apps@navsea.navy.mil
Phone: X
SCREENING POC
FOCALPOINT MAJORACTIVITY
DODAAC: N00104
NAVAL INVENTORY CONTROL POINT
5450 CARLISLE PIKE
MECHANICSBURG, PA 17055-0788
webptsmh-apps@navsea.navy.mil
Phone: X
ACTION POC
FOCALPOINT MAJORACTIVITY
DODAAC: N00104
NAVAL INVENTORY CONTROL POINT
5450 CARLISLE PIKE
MECHANICSBURG, PA 17055-0788
webptsmh-apps@navsea.navy.mil
Phone: X
SUPPORT POC
DENNIS MORAN C
DODAAC: N45112
NAVAL SEA LOGISTICS CENTER DETACHMENT
80 DANIEL ST
PORTSMOUTH, NH 03801-3884
morandc@navsea.navy.mil
Phone:215-443-0000 X 471
History for RCN: N00104-04-0987
To PRINT letter generated from a link: Right-mouse click and select "Print" from the menu.
To go BACK to the History page from the letter: Right-mouse click and select "Back" from the menu.
Date Released | From Activity | To Activity | PDREP Contact | Correspondence\Message
02/05/2004 | N00104 | | | UNRELEASED PQDR
02/05/2004 | N00104 | N00104 | FOCALPOINT MAJORACTIVITY | Forced PQDR - Action Point level
02/05/2004 | N00104 | N45112 | DENNIS MORAN C | FORWARDED BY ACTION POINT TO SUPPORT POINT CHECK THIS ITEM
02/05/2004 | N45112 | | | SCREENING LETTER AND FISC NOTIFICATION (Generated and Sent by ZARA)

- History Shows POC Info and Editing History for PQDR
- Can Open and Print Letters Associated With PQDR

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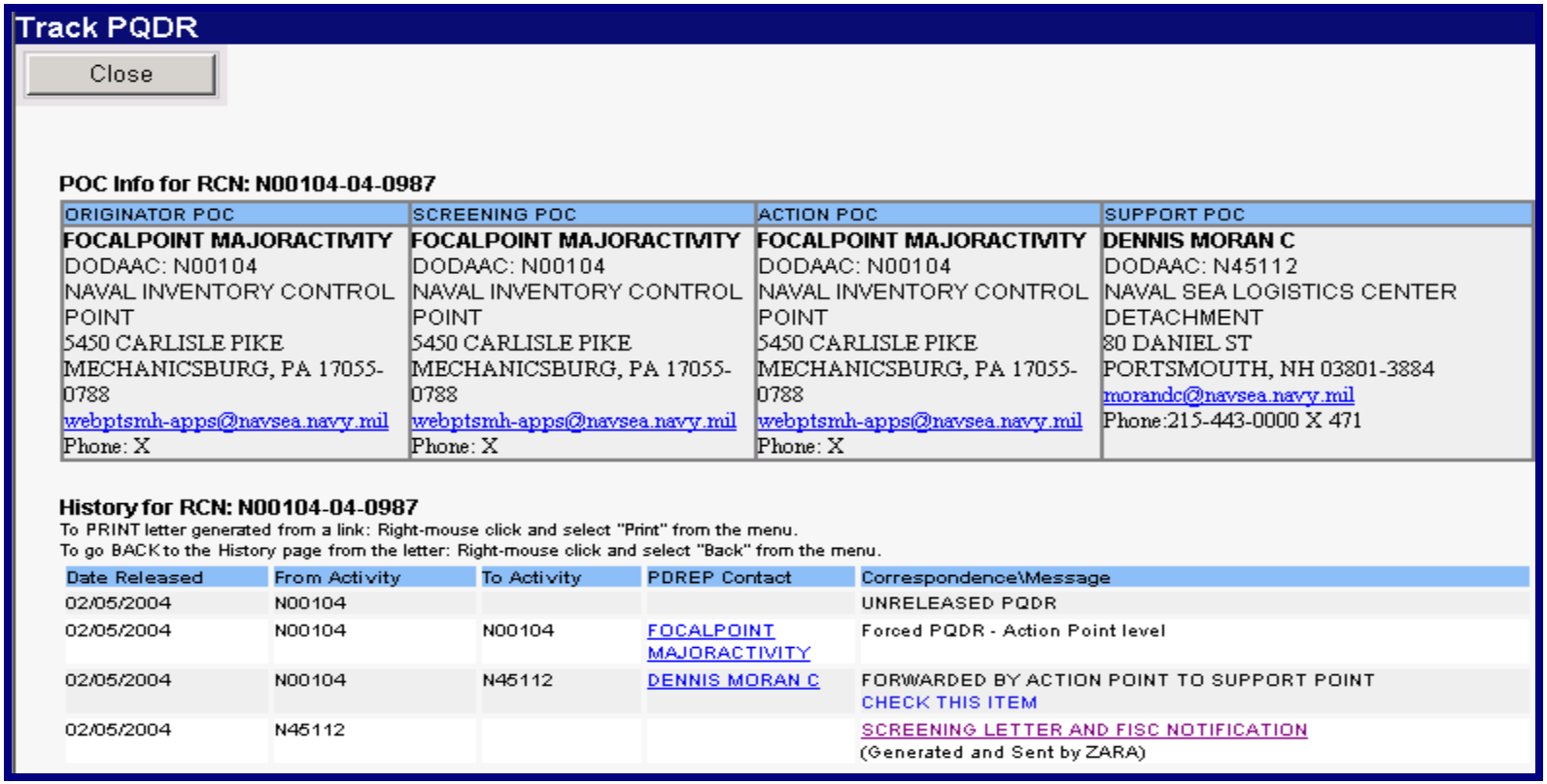
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

PQDR History



Track PQDR

Close

POC Info for RCN: N00104-04-0987

ORIGINATOR POC	SCREENING POC	ACTION POC	SUPPORT POC
FOCALPOINT MAJORACTIVITY DODAAC: N00104 NAVAL INVENTORY CONTROL POINT 5450 CARLISLE PIKE MECHANICSBURG, PA 17055-0788 webptsmh-apps@navsea.navy.mil Phone: X	**FOCALPOINT MAJORACTIVITY** DODAAC: N00104 NAVAL INVENTORY CONTROL POINT 5450 CARLISLE PIKE MECHANICSBURG, PA 17055-0788 webptsmh-apps@navsea.navy.mil Phone: X	**FOCALPOINT MAJORACTIVITY** DODAAC: N00104 NAVAL INVENTORY CONTROL POINT 5450 CARLISLE PIKE MECHANICSBURG, PA 17055-0788 webptsmh-apps@navsea.navy.mil Phone: X	**DENNIS MORAN C** DODAAC: N45112 NAVAL SEA LOGISTICS CENTER DETACHMENT 80 DANIEL ST PORTSMOUTH, NH 03801-3884 morandc@navsea.navy.mil Phone:215-443-0000 X 471

History for RCN: N00104-04-0987

To PRINT letter generated from a link: Right-mouse click and select "Print" from the menu.
To go BACK to the History page from the letter: Right-mouse click and select "Back" from the menu.

Date Released	From Activity	To Activity	PDREP Contact	Correspondence\Message
02/05/2004	N00104			UNRELEASED PQDR
02/05/2004	N00104	N00104	FOCALPOINT MAJORACTIVITY	Forced PQDR - Action Point level
02/05/2004	N00104	N45112	DENNIS MORAN C	FORWARDED BY ACTION POINT TO SUPPORT POINT CHECK THIS ITEM
02/05/2004	N45112			SCREENING LETTER AND FISC NOTIFICATION (Generated and Sent by ZARA)

- **Click Any E-mail Address or Contact to Send E-Mail**
- **Click "Close" to Return to PQDR Base Page**

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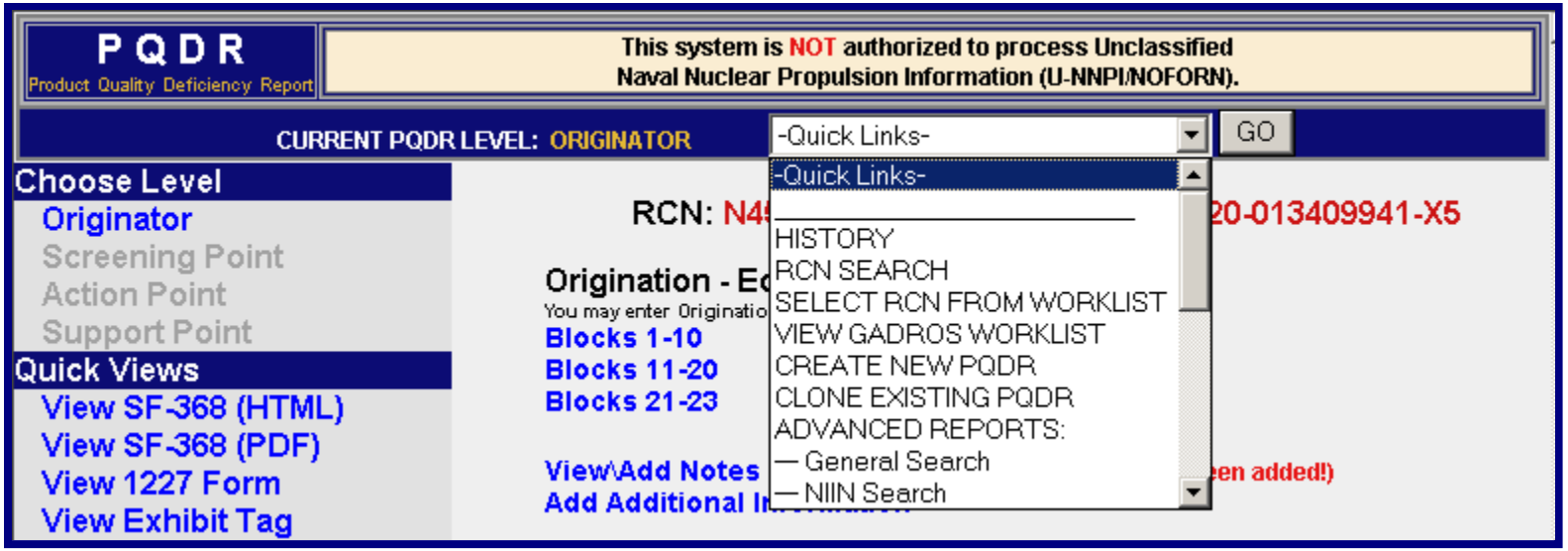
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

Quick Links

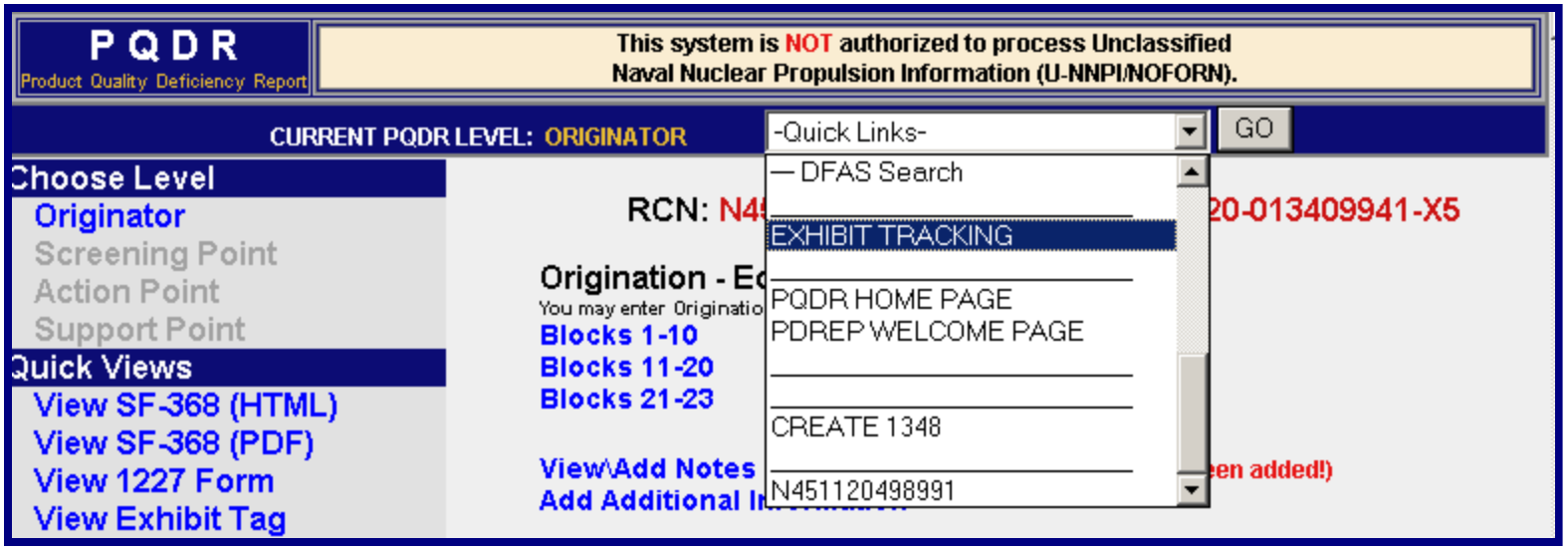
Shortcuts To:



- **Options From PQDR Home Page:**
  - **RCN Search and Worklists**
  - **Create and Clone PQDRs**
  - **Advanced Reports**

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

Quick Links

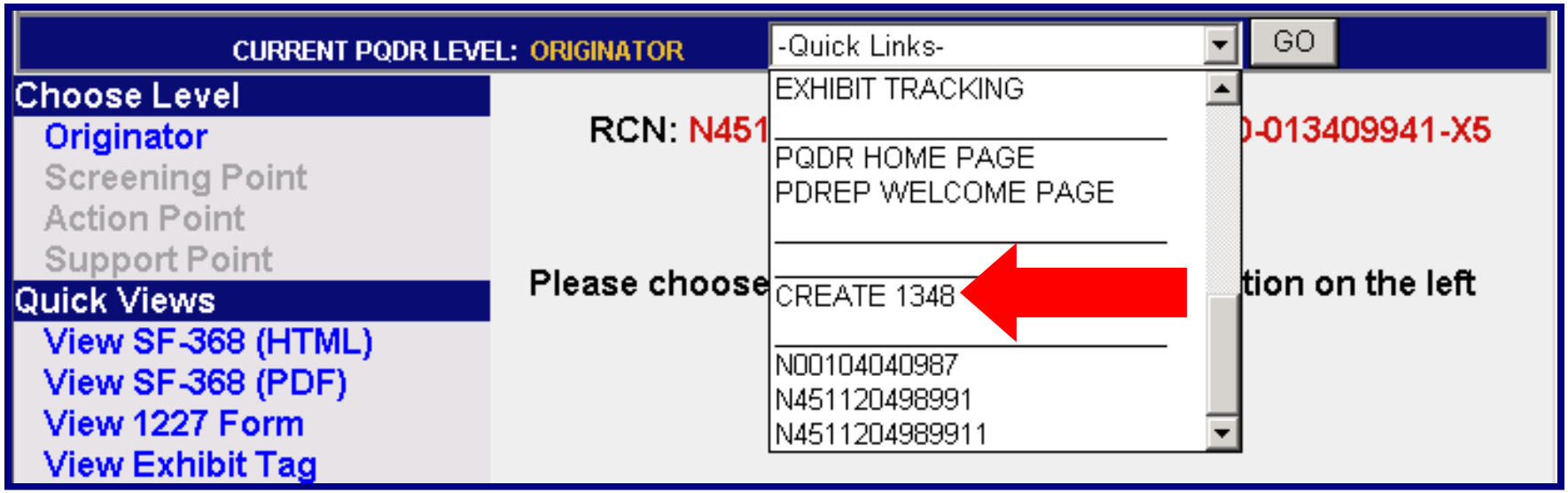


- Shortcut to Exhibit Tracking From PQDR Base Page
- Shortcuts to PQDR Home Page and PDREP Welcome Page
- Shortcut to Create 1348 From PDREP Welcome Page
- Shortcut to Any PQDR Viewed Since Last Login

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

Quick Links- Create 1348

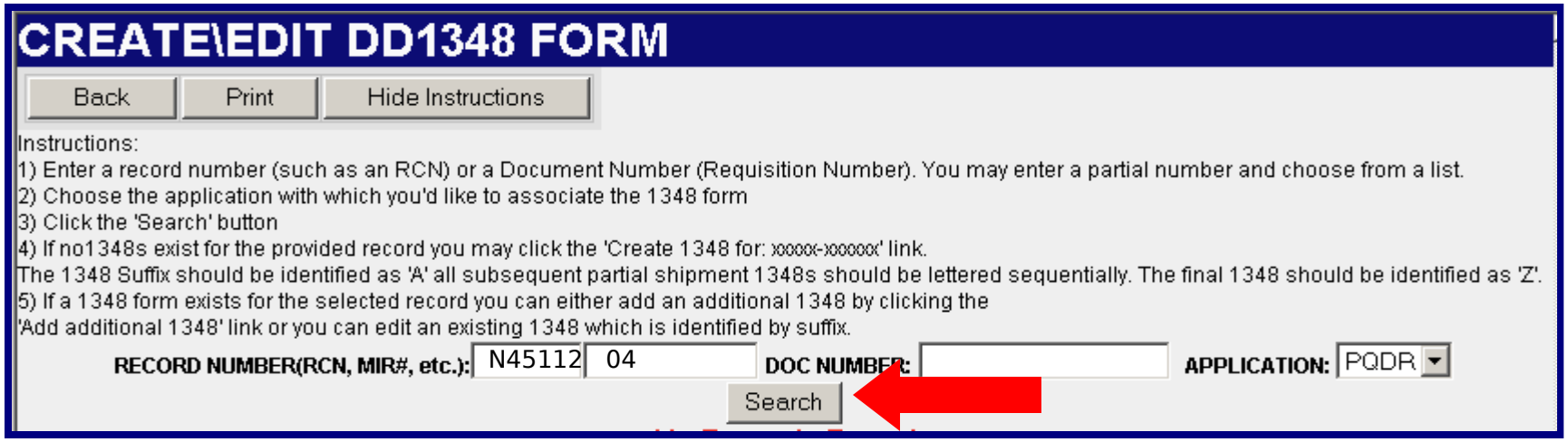
Create a DD1348 Shipping Form



- **Select “Create 1348”**

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

Create/Edit DD1348


CREATE\EDIT DD1348 FORM
Back
Print
Hide Instructions
Instructions:
1) Enter a record number (such as an RCN) or a Document Number (Requisition Number). You may enter a partial number and choose from a list.
2) Choose the application with which you'd like to associate the 1348 form
3) Click the 'Search' button
4) If no1348s exist for the provided record you may click the 'Create 1348 for: xxxxx-xxxxxx' link.
The 1348 Suffix should be identified as 'A' all subsequent partial shipment 1348s should be lettered sequentially. The final 1348 should be identified as 'Z'.
5) If a 1348 form exists for the selected record you can either add an additional 1348 by clicking the
'Add additional 1348' link or you can edit an existing 1348 which is identified by suffix.
RECORD NUMBER(RCN, MIR#, etc.):
N45112
04
DOC NUMBER:
APPLICATION:
PQDR
Search

- Click “Instructions” to Display Instructions
- Enter Full or Partial Record Number or Doc Number
- Select Application (PQDR or SDR)
- Click “Search”

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

Create/Edit DD1348

CREATE\EDIT DD1348 FORM

Back | Print | Instructions

RECORD NUMBER(RCN, MIR#, etc.): N45112 04 DOC NUMBER: APPLICATION: PQDR

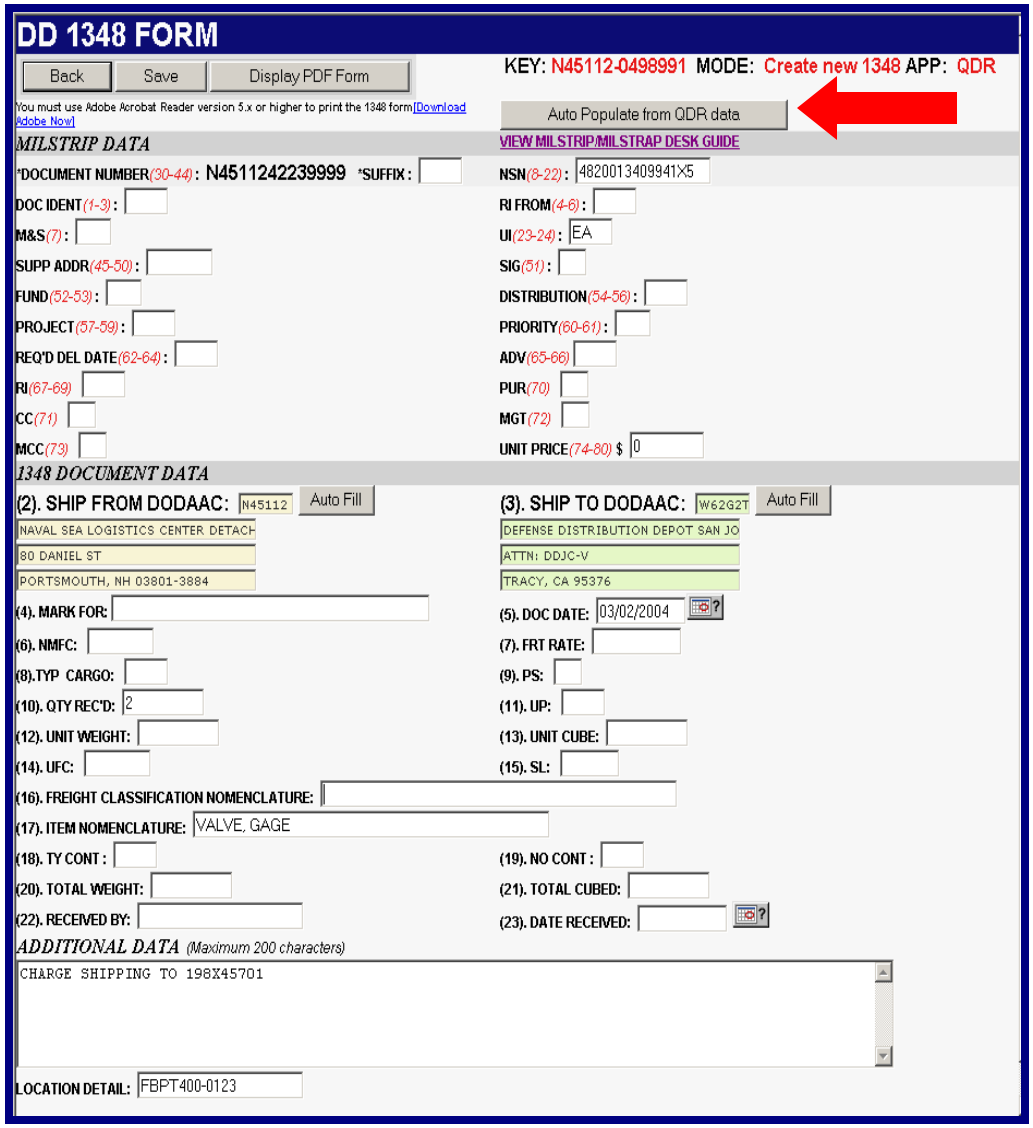
Search

RECORD NO.	CONTRACT NO.	NSN	DOC\REQ NO.	1348 SUFFIX	CREATE	EDIT
N45112-041001		-9999--			Doc# Required to Create 1348	No 1348 exists
N45112-041009		-9999--			Doc# Required to Create 1348	No 1348 exists
N45112-049899		1H-4820-013409941-X5			Doc# Required to Create 1348	No 1348 exists
N45112-043425		1H-4470-005530616-X3			Doc# Required to Create 1348	No 1348 exists
N45112-04989911		1H-4820-013409941-X5			Doc# Required to Create 1348	No 1348 exists
N45112-040765	N0018198C09876	-2520-000106129-	N0010498C09877777777		Create 1348 for: N45112-040765	No 1348 exists
N45112-041002		-9999--			Doc# Required to Create 1348	No 1348 exists
N45112-041010		9Z-6210-002698295-			Doc# Required to Create 1348	No 1348 exists
N45112-049630		9N-5905-011431670-0			Doc# Required to Create 1348	No 1348 exists
N45112-042011		-9999--			Doc# Required to Create 1348	No 1348 exists
N45112-041007		9Z-6210-002698295-			Doc# Required to Create 1348	No 1348 exists
N45112-041008		9Z-6210-002698295-			Doc# Required to Create 1348	No 1348 exists
N45112-041003		-9999--			Doc# Required to Create 1348	No 1348 exists
N45112-041005		6D-6665-010804418-RE			Doc# Required to Create 1348	No 1348 exists
N45112-040965		9H-1005-009215004-L1			Doc# Required to Create 1348	No 1348 exists
N45112-04000125		9Z-4220-009007940-00			Doc# Required to Create 1348	No 1348 exists
N45112-0498991		1H-4820-013409941-X5	N4511242239999		Create 1348 for: N45112-0498991	
N45112-041004		6D-6665-010804418-RE			Doc# Required to Create 1348	No 1348 exists

- **Results Include All Records Matching Criteria**
- **For PQDRs Only Records With Requisition Numbers Are Ready For DD1348**
  - **Link to Create 1348 Appears in Blue if Record Qualifies**
- **Click Link to "Create 1348 for:"**

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

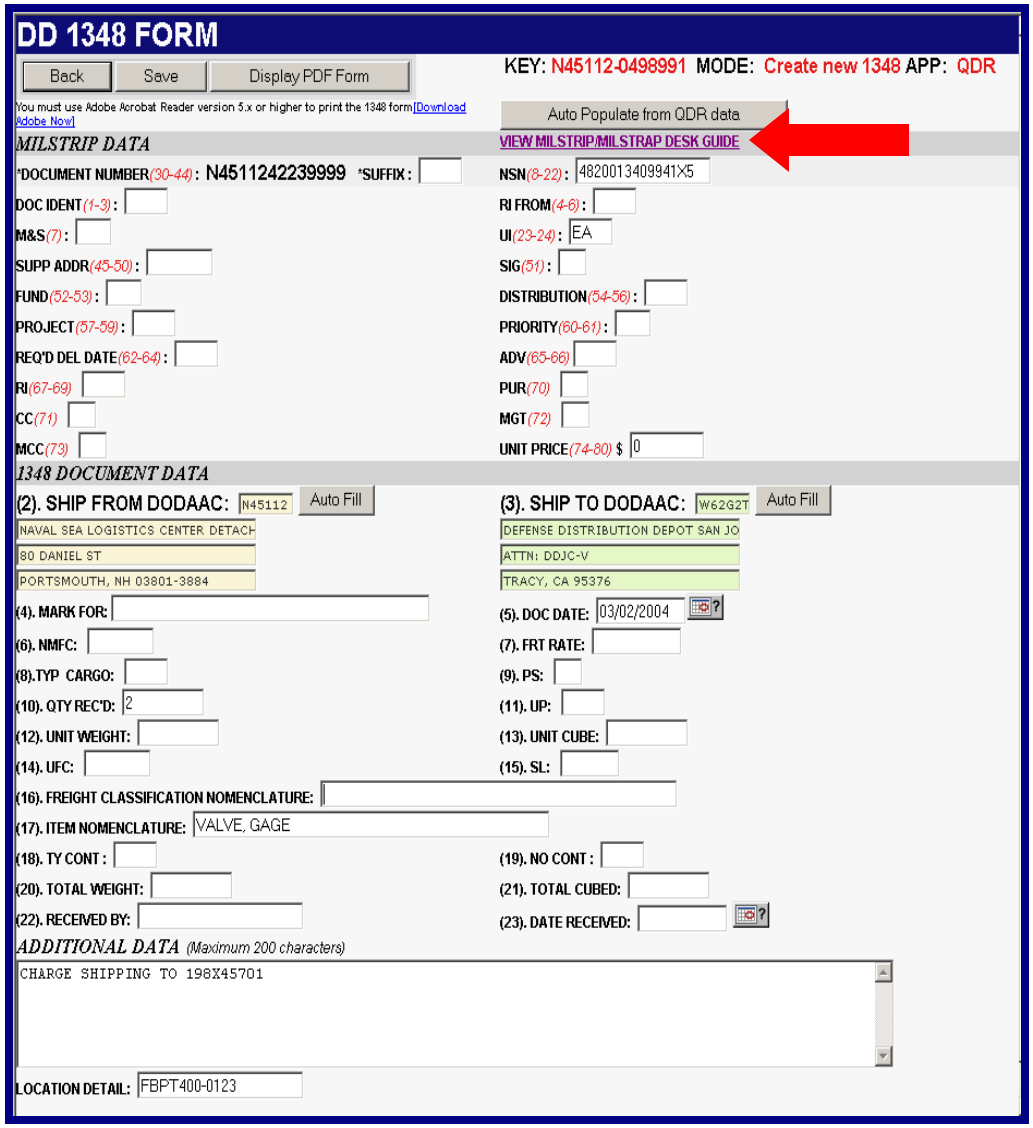
DD1348 Form



- **Top Section Contains MILSTRIP Data**
- **Click "Auto Populate From QDR Data"**
  - **Fills In Available Fields From QDR**
- **Enter Document Number Suffix (A-Z)**

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

DD1348 Form



- Click "View MILSTRIP/MILSTRAP Desk Guide" for References on Other Fields

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

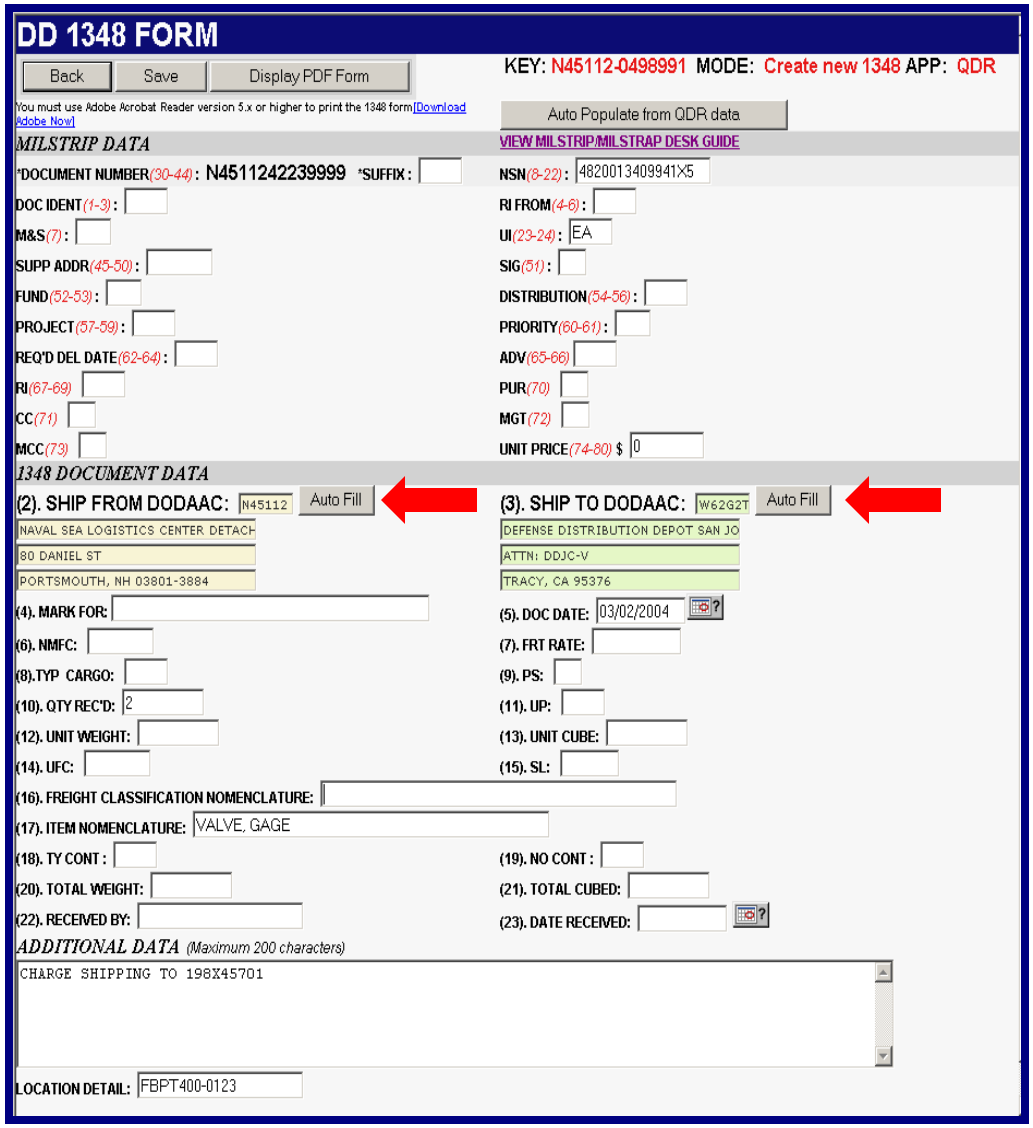
MILSTRIP Desk Guide

One Touch Support - Microsoft Internet Explorer provided by Navy Marine Corps Intranet
File Edit View Favorites Tools Help
FEEDBACK / FAQ'S / OTS HELP
OTS Home > The MILSTRIP Desk Guide - NAVSUP Publication 409 >> NAVSUP Publication 409
OTS HOME
Personalize
NAVSUP PUBLICATION 409
MILSTRIP DESK GUIDE
MILSTRIP Desk Guide
NAVSUP
Naval Supply Systems Command
The MILSTRIP Desk Guide - NAVSUP Publication 409
NAVSUP PUBLICATION 409
MILSTRIP DESK GUIDE
Document Identifiers Record Positions 1-3
Routing Identifiers Record Positions 4-6 and 67-69
Media and Status Codes Record Position 7
Stock Number Record Positions 8-22
Unit of Issue Record Positions 23-24
Quantity Record Positions 25-29
Document Number Record Positions 30-43
Demand and Suffix Code Record Position 44
Supplementary Address Record Positions 45-50
Signal and Fund Codes Record Positions 51-53
Distribution Codes Record Positions 54-56
Project Codes Record Positions 57-59
Priority Designator Record Positions 60-61
Required Delivery Date Record Positions 62-64
Advice and Status Code Record Positions 65-66
Shipment Status Codes Record Position 51 and 77 (In Shipment Status Documents)
Disposal Turn-in Codes Record Position 62, 64-65 (In Disposal Turn-in Documents)

- **Lists Codes and References to Fields on DD1348**
- **Close Window to Return to PDREP**

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

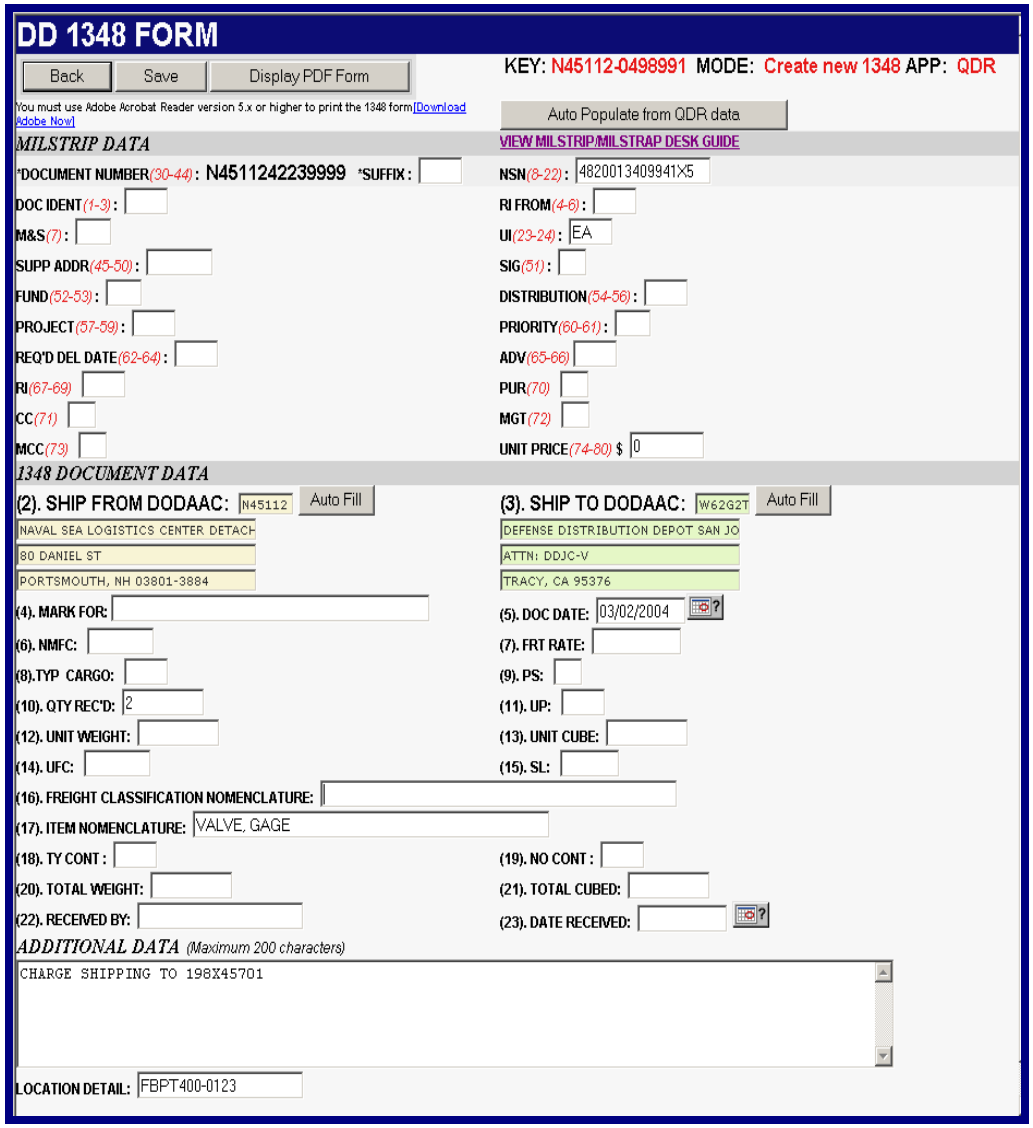
DD1348 Form



- **Bottom Section Contains Shipping Document Data**
- **"Ship From DODAAC" Defaults to Originating Activity**
- **Enter "Ship To DODAAC"**
  - **Click "Auto Fill" for Ship From and Ship To Addresses**

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

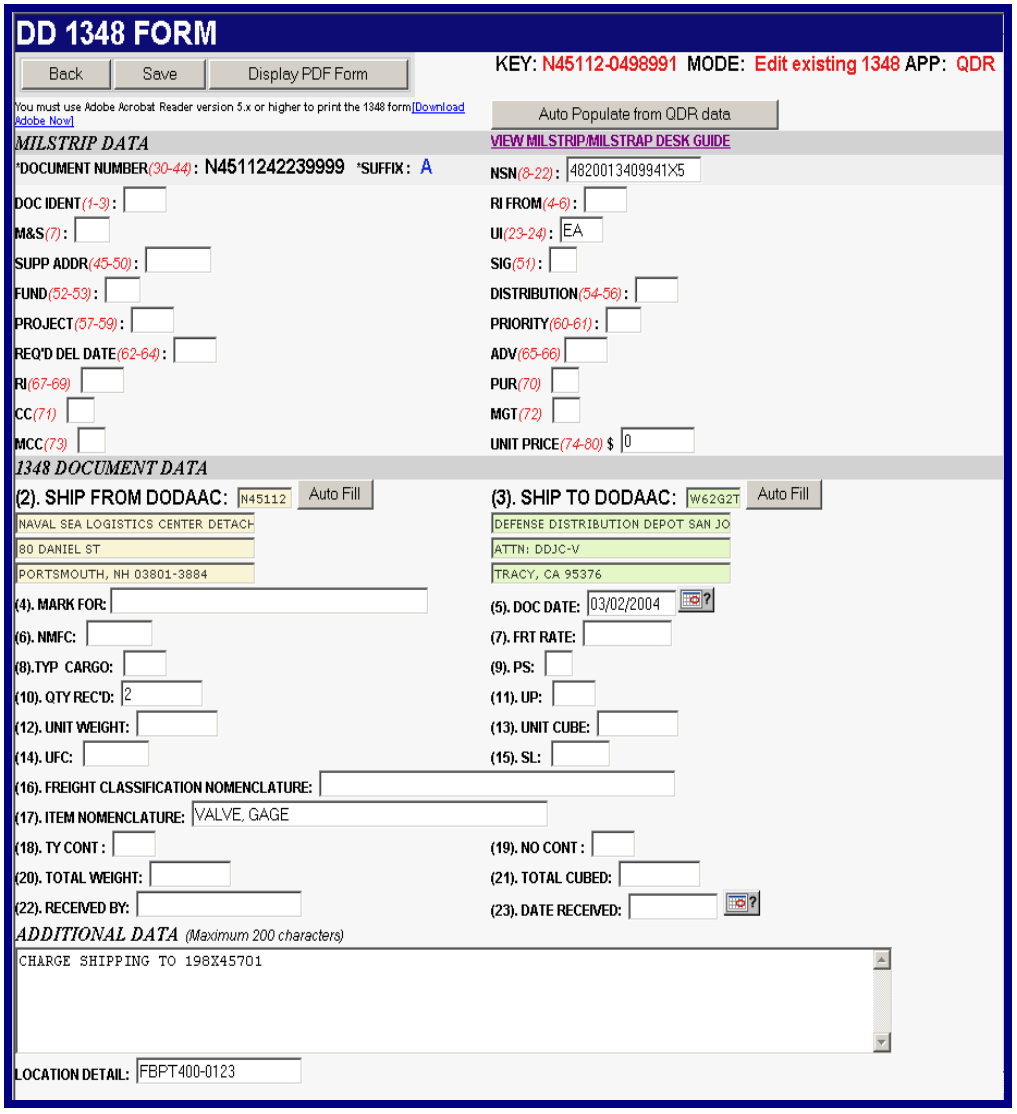
DD1348 Form



- **Fill In As Much Additional Information As Available**
  - **Qty Rec'd and Nomenclature Will Auto-Populate From QDR If Available**
  - **Shipping Personnel Will Complete Remainder**

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

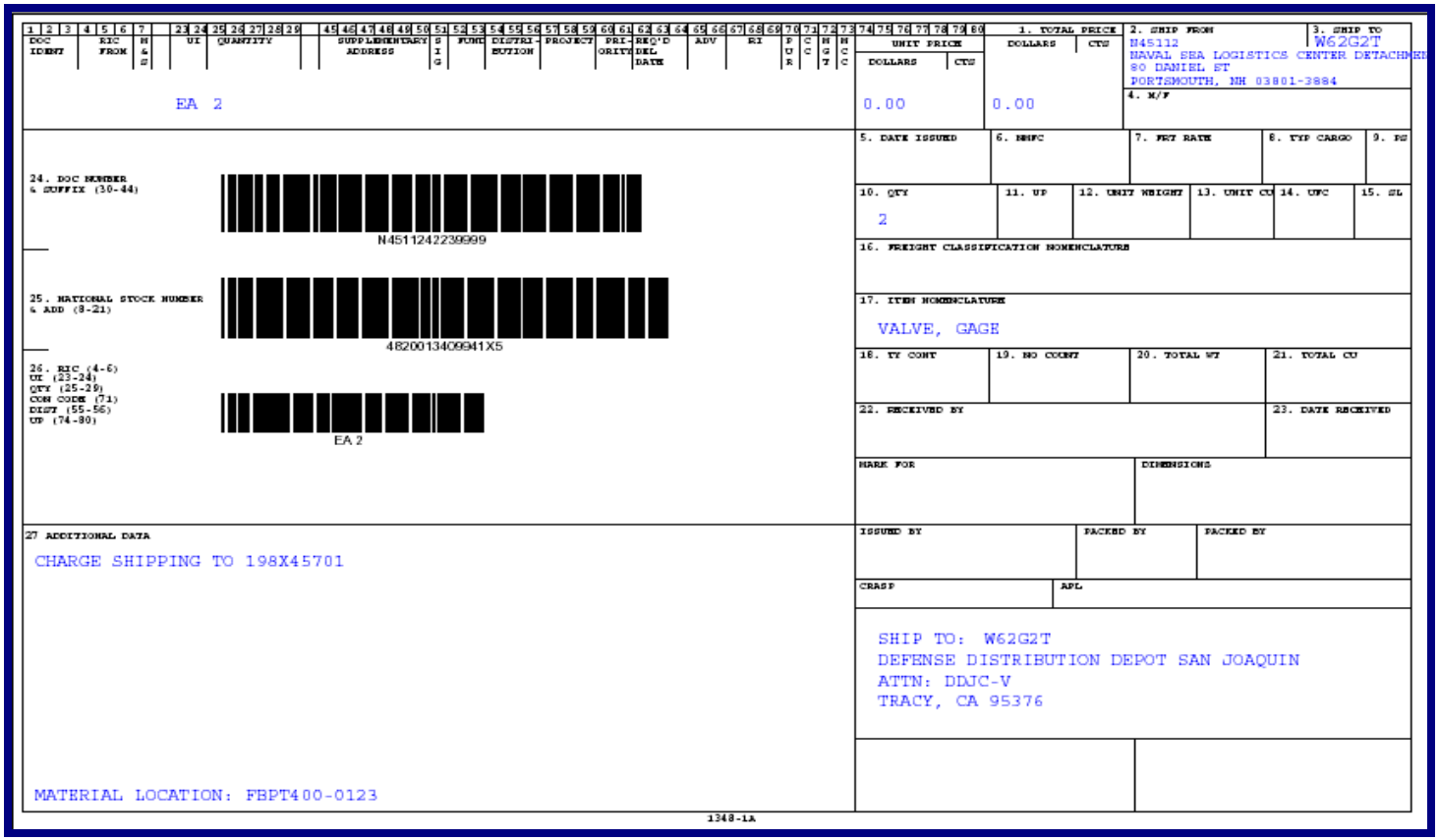
DD1348 Form



- **Click "Save"**
  - **Note That "Mode" Changes to "Edit Existing 1348" After Save**
- **Click "Display PDF Form" to Review and Print 1348**

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

DD1348 Form



EA 2

0.00 0.00

2. SHIP FROM N45112 W62G2T
NAVAL SEA LOGISTICS CENTER DETACHMENT
80 DANIEL ST
PORTSMOUTH, NH 03801-3884

3. SHIP TO

4. M/F

24. DOC NUMBER & SUFFIX (30-44)
N4511242239999

25. NATIONAL STOCK NUMBER & ADD (8-21)
4820013409941X5

26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (55-56) UP (74-80)
EA 2

10. QTY 2

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE
VALVE, GAGE

22. RECEIVED BY

23. DATE RECEIVED

MARK FOR

DIMENSIONS

27 ADDITIONAL DATA
CHARGE SHIPPING TO 198X45701

ISSUED BY

PACKED BY

PACKED BY

CRASP

APL

SHIP TO: W62G2T
DEFENSE DISTRIBUTION DEPOT SAN JOAQUIN
ATTN: DDJC-V
TRACY, CA 95376

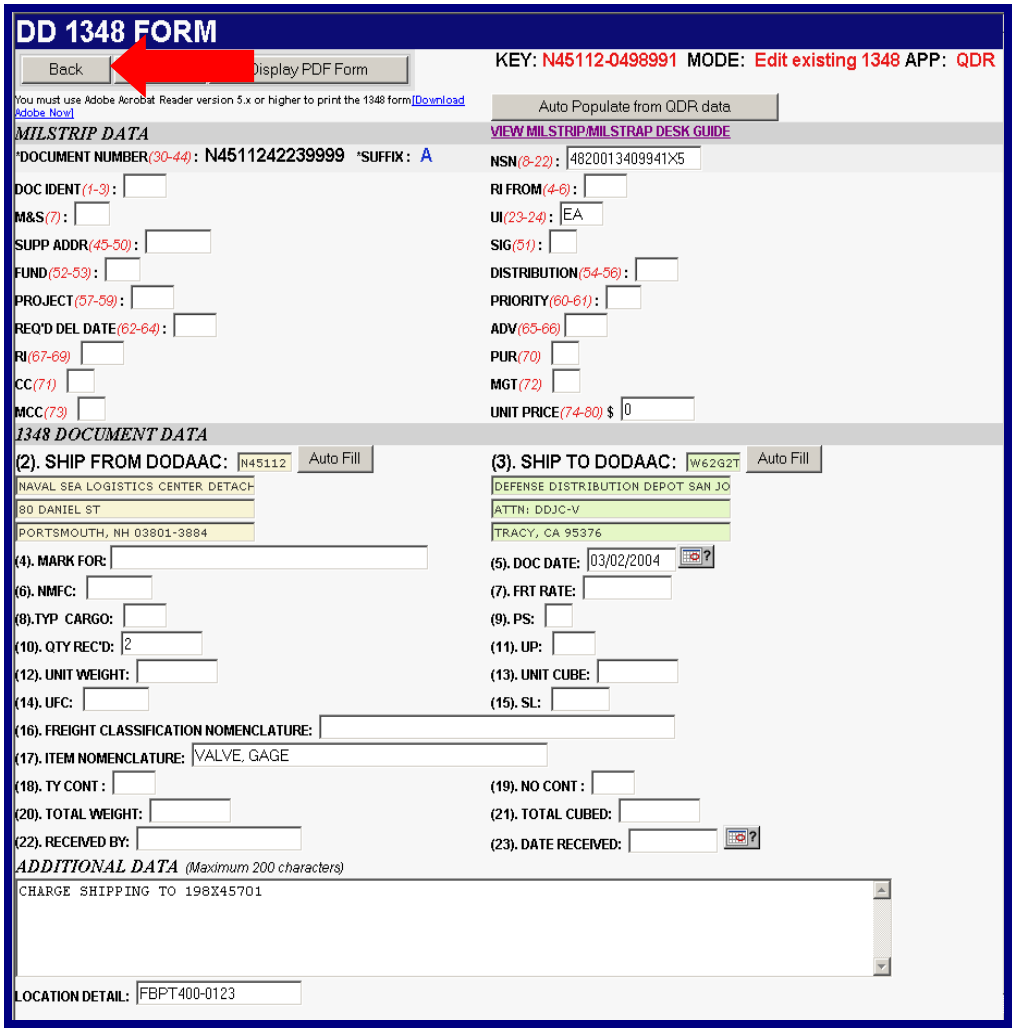
MATERIAL LOCATION: FBPT400-0123

1348-1A

- Partially Completed DD1348
- Shipper Will Complete Additional Fields As Necessary
- Close Window to Return to PDREP

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

DD1348 Form



- **Click "Back" to Return to Create/Edit DD1348 Page**

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

Create/Edit DD1348

CREATE\EDIT DD1348 FORM

Back | Print | Instructions

RECORD NUMBER(RCN, MIR#, etc.): N45112 04 DOC NUMBER: APPLICATION: PQDR

Search

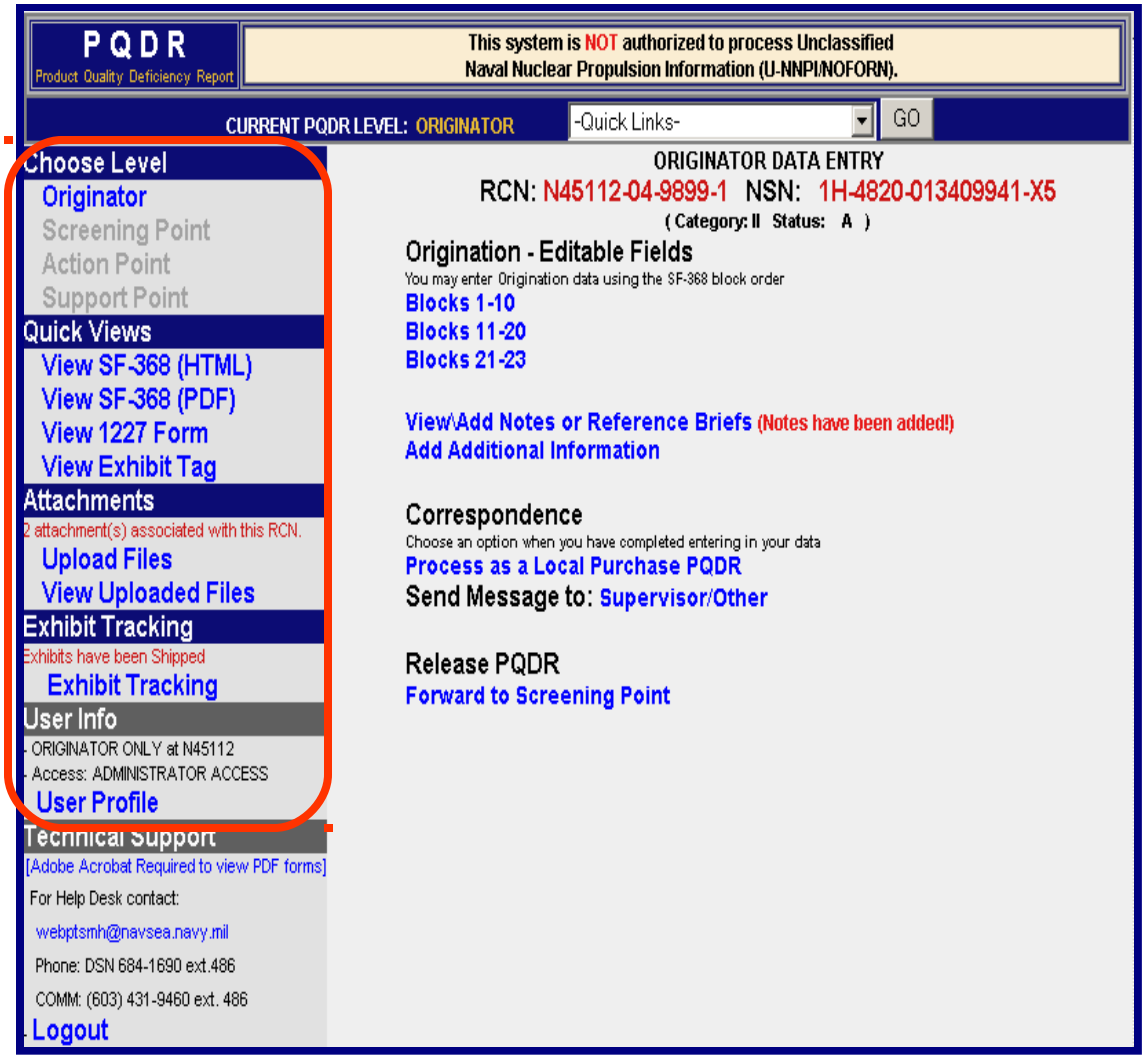
RECORD NO.	CONTRACT NO.	NSN	DOC\REQ NO.	1348 SUFFIX	CREATE	EDIT
N45112-0498991		1H-4820-013409941-X5	N4511242239999	A	Add additional 1348 for: N45112-0498991	Edit existing 1348(Suffix A)
N45112-0498991		1H-4820-013409941-X5	N4511242239999	B	Add additional 1348 for: N45112-0498991	Edit existing 1348(Suffix B)
N45112-041001		-9999--			Doc# Required to Create 1348	No 1348 exists
N45112-041009		-9999--			Doc# Required to Create 1348	No 1348 exists
N45112-049899		1H-4820-013409941-X5			Doc# Required to Create 1348	No 1348 exists
N45112-043425		1H-4470-005530616-X3			Doc# Required to Create 1348	No 1348 exists
N45112-04989911		1H-4820-013409941-X5			Doc# Required to Create 1348	No 1348 exists
N45112-040765	N0018198C09876	-2520-000106129-	N0010498C09877777777		Create 1348 for: N45112-040765	No 1348 exists

- **Lines Will Appear in Search Results for Each New 1348 Created**
  - **New 1348 Requires a New Suffix (A-Z)**
- **Links Available to "Add Additional 1348" and "Edit Existing 1348"**
- **Click "Back" to Return to PDREP Welcome Page**

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

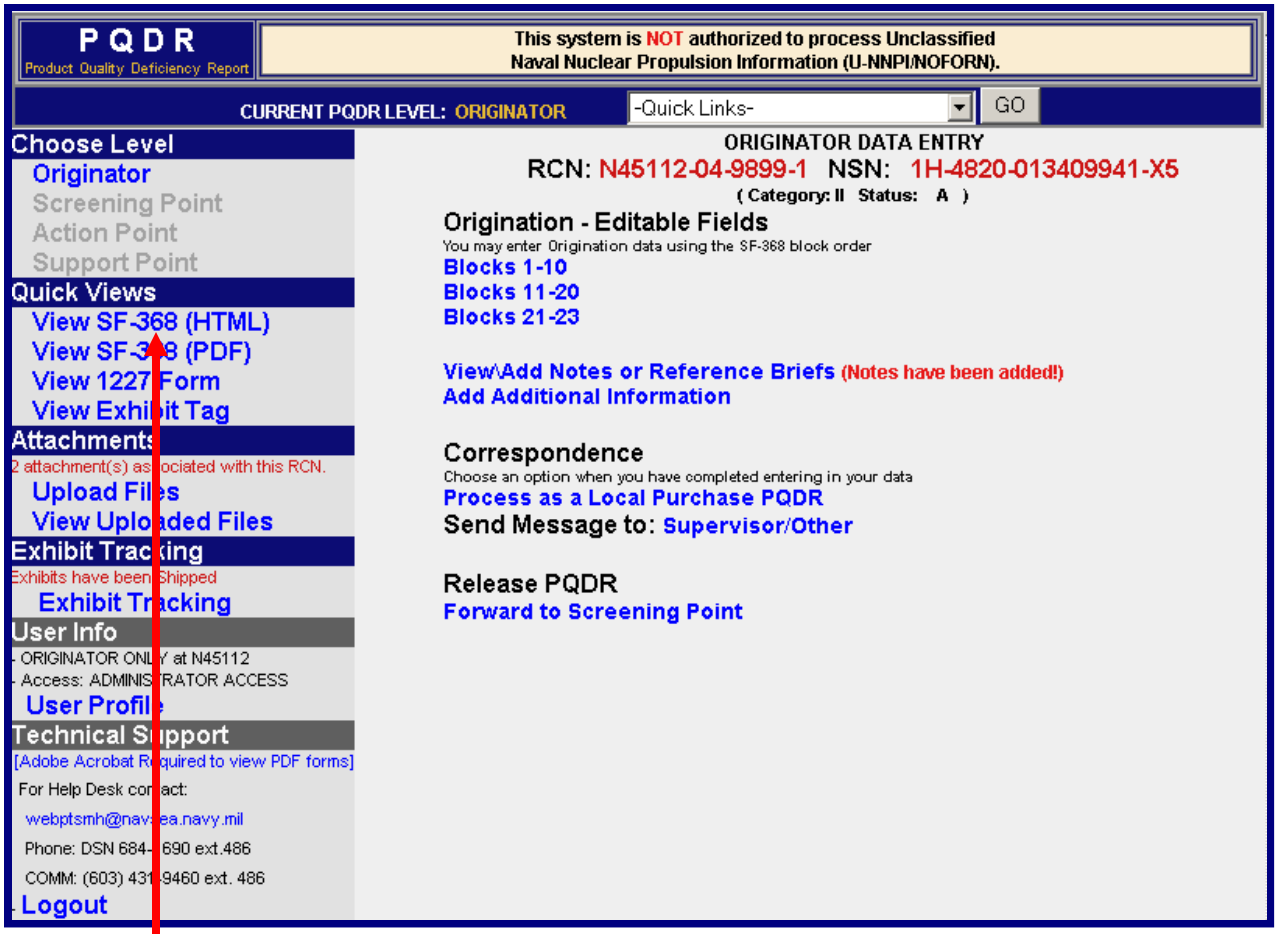
PQDR Base Page

- Access Level
- Quick Views for Forms
- Manage Attachments
- Track Exhibits
- Access User Profile



NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

View SF-368



- Click “View SF-368”

NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

View SF-368

PRODUCT QUALITY DEFICIENCY REPORT					CATEGORY II
1a. FROM ***(Originator)*** N45112 NAVAL SEA LOGISTICS CENTER DETACHMENT 80 DANIEL ST PORTSMOUTH, NH 03801-3884			**2a. TO** ***(Screening Point)*** N/A N/A N/A		
1b. NAME, TELEPHONE NO. AND EMAIL TRAIN X X		**1c. DATE**	**2b. NAME, TELEPHONE NO. AND EMAIL**		**2c. DATE**
3. REPORT CONTROL NO. N45112-04-9899	**4. DATE DEF. DISC.** 01/28/2004	**5. NATIONAL STOCK NO.(NSN)** 1H-4820-01-340-9941-X5		**6. NOMECLATURE** VALVE, GAGE	
7a. MANUFACTURER/CITY/STATE DERBYSHIRE MACHINE AND TOOL CO INC 5100 BELFIELD AVE PHILADELPHIA, PA 19144-1788		**7b. MFRS.CODE** 71905	**7c. SHIPPER/CITY/STATE** NAVAL INVENTORY CONTROL POINT 5450 CARLISLE PIKE MECHANICSBURG, PA 17055-0788		**8. MFRS. PART NO.**
9. SERIAL/LOT/BATCH LOT NUMBER 235964-03	**10a. CONTRACT NO.** Not Provided/Unknown	**10b. PURCHASE ORDER NO.**	**10c. REQUISITION NO.** Not Provided/Unknown		**10d. GBL NO.**
11. ITEM NEW	**12. DATE RECVD., MFRD.,REPAIRED, OR OVERHAULED** RECEIVED DATE: 01/28/2004		**13. OPERATING TIME AT FAILURE**	**14. GOVERMENT FURNISHED MATERIAL** NO	
15. QUANTITY	**a. RECEIVED** 10	**b. INSPECTED** 10	**c. DEFICIENT** 2		**d. IN STOCK** 8
16. DEFICIENT ITEM WORKS ON/WITH	**a. END ITEM** ***(Aircraft,mower,etc.)***	**(1) TYPE/MODEL/SERIES** SSN 706	**NSN**		**(2)SERIAL NO.**
	b. NEXT HIGHER ASSEMBLY	**(1) NSN** 7H-4310-00-004-2540	**(2) NOMENCLATURE** COMPRES VAC PUMPS	**(3) PART NO.**	**(4) SERIAL NO.**
17. UNIT COST $ 0.00 / EACH	**18. ESTIMATED REPAIR COST** $ 0.00		**19a. ITEM UNDER WARRANTY** UNKNOWN		**19b. EXPIRATION DATE**
20. WORK UNIT CODE/EIC ***(Navy and Air Force Only)*** **/ USMC TAM**					
21. ACTION/DISPOSITION HOLDING					
22. DETAILS ***(Describe, to best ability, what is wrong, how and why, circumstances priorto difficulty, description of difficulty, cause, action taken, including disposition, recommendations.)*** *(See Attached Sheet)* Action Item					
23. LOCATION OF DEFICIENT MATERIAL NAVAL INVENTORY CONTROL POINT					

View SF-368

24a. TO *(Action Point)*		**25a. TO *(Support Point) (Use Items 26 and 27 if more than one)***	
N/A N/A N/A		N/A N/A N/A	
24b. NAME, TELEPHONE NO. AND EMAIL	**24c. DATE**	**25b. NAME, TELEPHONE NO. AND EMAIL**	**25c. DATE**
26a. TO *(Support Point)*		**27a. TO *(Support Point)***	
26b. NAME, TELEPHONE NO. AND EMAIL	**26c. DATE**	**27b. NAME, TELEPHONE NO. AND EMAIL**	**27c. DATE**
28. FINDINGS AND RECOMMENDATIONS OF INVESTIGATION			
29. ACTION TAKEN			
30. RESULTS OF DEPOT SURVEILLANCE			
Standard Form 368 (Rev. 10-85)			

PRODUCT QUALITY DEFICIENCY REPORT SUPPLEMENT SHEET

RCN: N45112-04-9899

22. DETAILS:

GOVERNMENT OWNED: UNKNOWN
MATERIAL LEVEL: NON-LEVEL 1 NON-NUCLEAR
ATTRIBUTES: 2AM-MECHANICAL OPERATIONAL MALFUNCTION,3AL-MECHANICAL TESTING
MIRs: NONE
DESCRIPTION OF DEFICIENCY: TESTED UNITS FAILED PRESSURE TEST AT 450PSI.
CATEGORY I JUSTIFICATION: N/A
PREVIOUS FAILURE COUNT: 9

ATTACHMENTS:
Test document for PQDR Upload.doc - Test document to show document upload function for training.,
PQDR Training Picture.jpg - Image of globe valve to demonstrate file upload function for training.

23c. LOCATION OF EXHIBIT NARRATIVE: BLDG. 400, ROW 29, BAY 3

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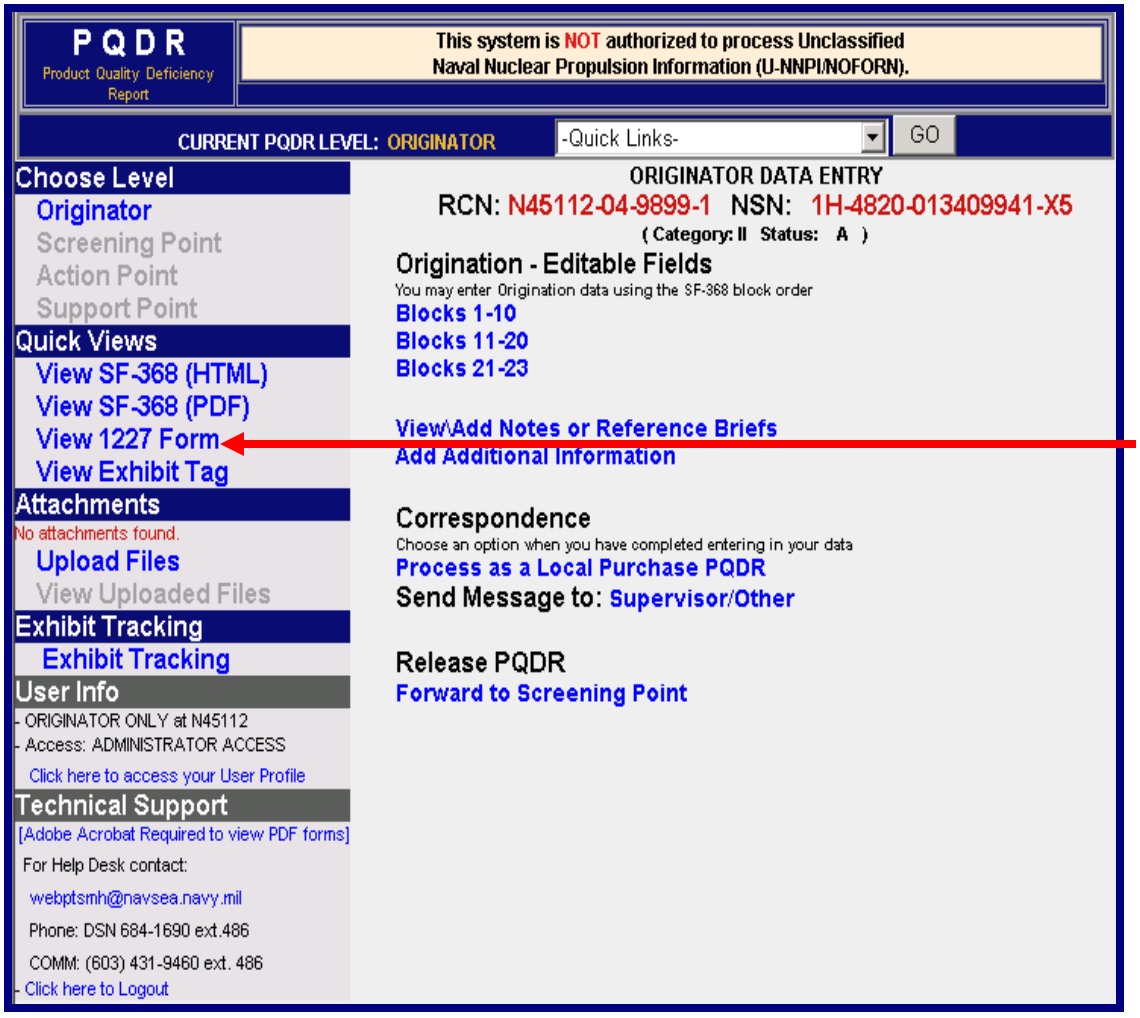
View 1227 Form



- **Click “View 1227 Form”**
  - **Shows Investigation Report**

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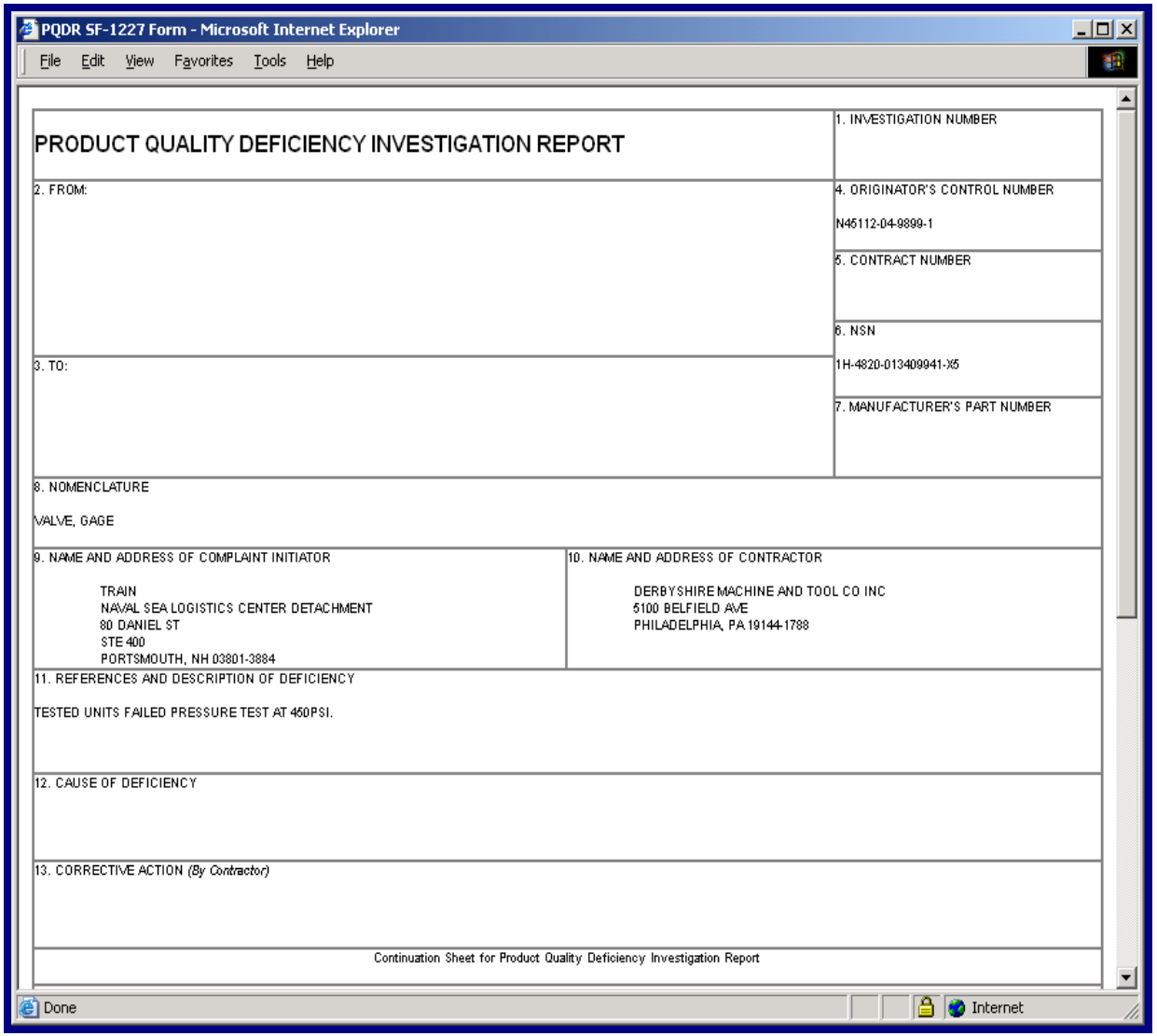
Naval Sea Logistics Center

View 1227 Form



- **Form Will Show Investigation Results When Completed**

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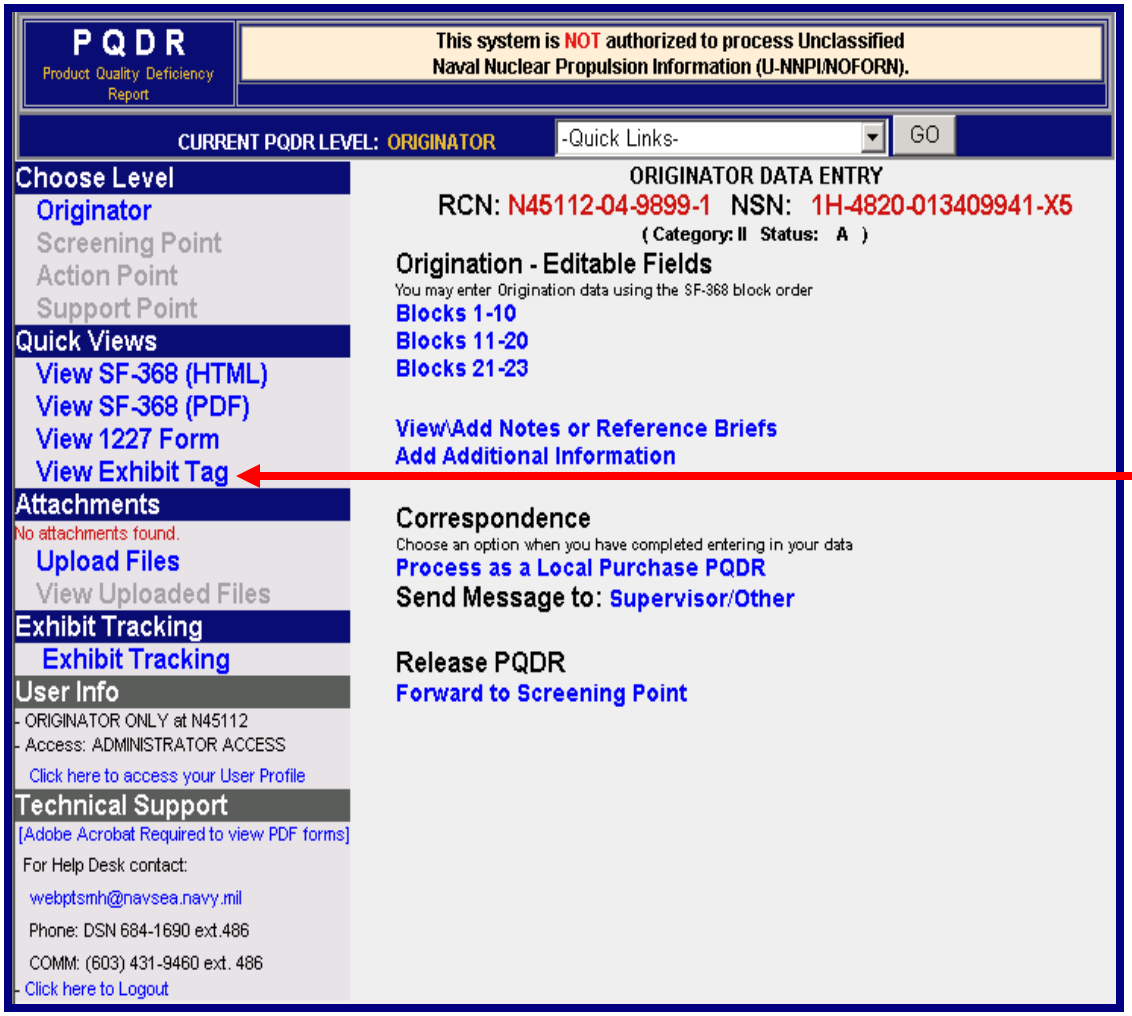
View Exhibit Tag



- **Click “View Exhibit Tag”**
  - **Shows Exhibit Tag for Shipped Exhibits**

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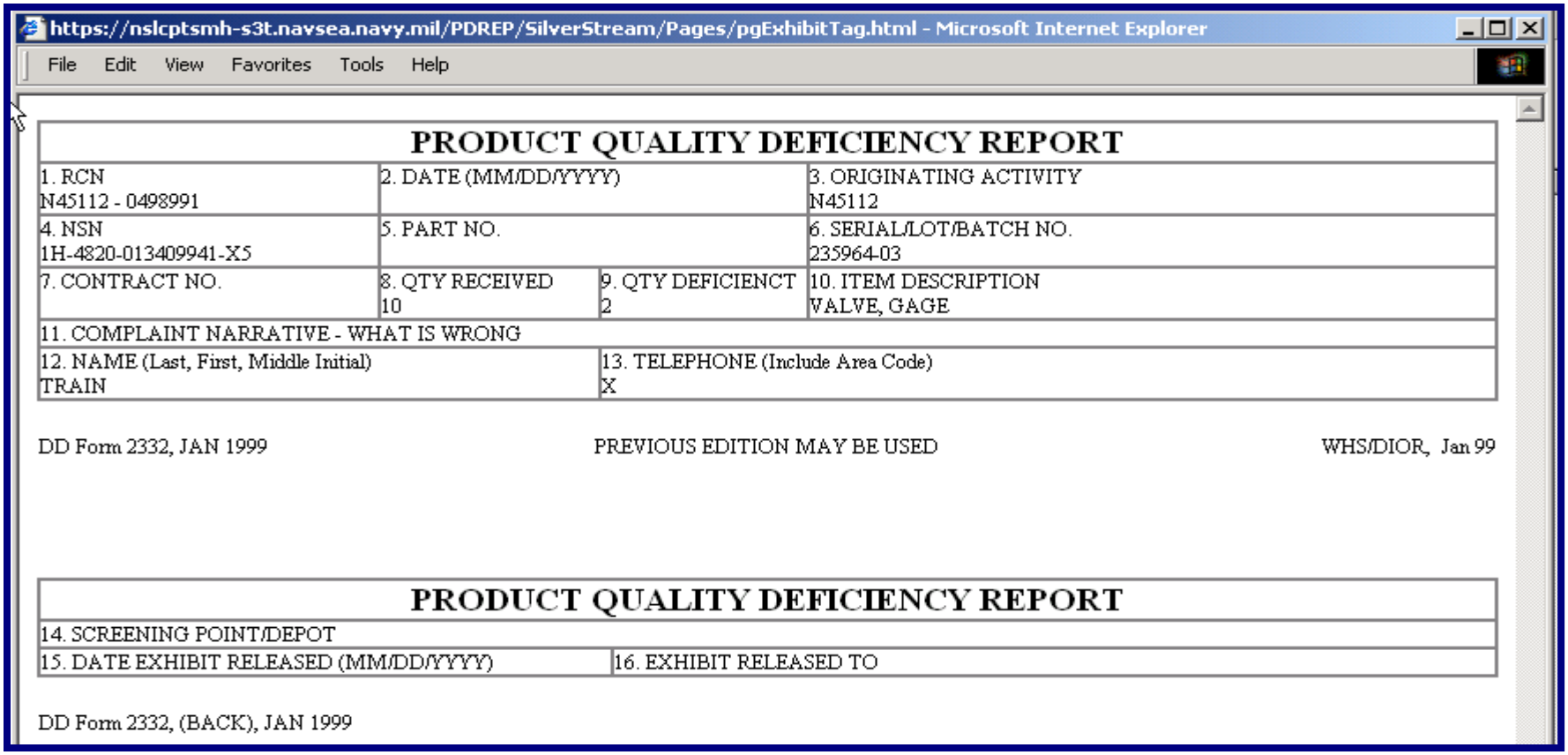
Naval Sea Logistics Center

View Exhibit Tag


https://nslcptsmh-s3t.navsea.navy.mil/PDREP/SilverStream/Pages/pgExhibitTag.html - Microsoft Internet Explorer
File Edit View Favorites Tools Help

PRODUCT QUALITY DEFICIENCY REPORT

1. RCN N45112 - 0498991	2. DATE (MM/DD/YYYY)		3. ORIGINATING ACTIVITY N45112
4. NSN 1H-4820-013409941-X5	5. PART NO.		6. SERIAL/LOT/BATCH NO. 235964-03
7. CONTRACT NO.	8. QTY RECEIVED 10	9. QTY DEFICIENCT 2	10. ITEM DESCRIPTION VALVE, GAGE
11. COMPLAINT NARRATIVE - WHAT IS WRONG			
12. NAME (Last, First, Middle Initial) TRAIN		13. TELEPHONE (Include Area Code) X	

DD Form 2332, JAN 1999 PREVIOUS EDITION MAY BE USED WHS/DIOR, Jan 99

PRODUCT QUALITY DEFICIENCY REPORT

14. SCREENING POINT/DEPOT	
15. DATE EXHIBIT RELEASED (MM/DD/YYYY)	16. EXHIBIT RELEASED TO

DD Form 2332, (BACK), JAN 1999

- **Shows Tag That Accompanies Exhibit During Investigation**

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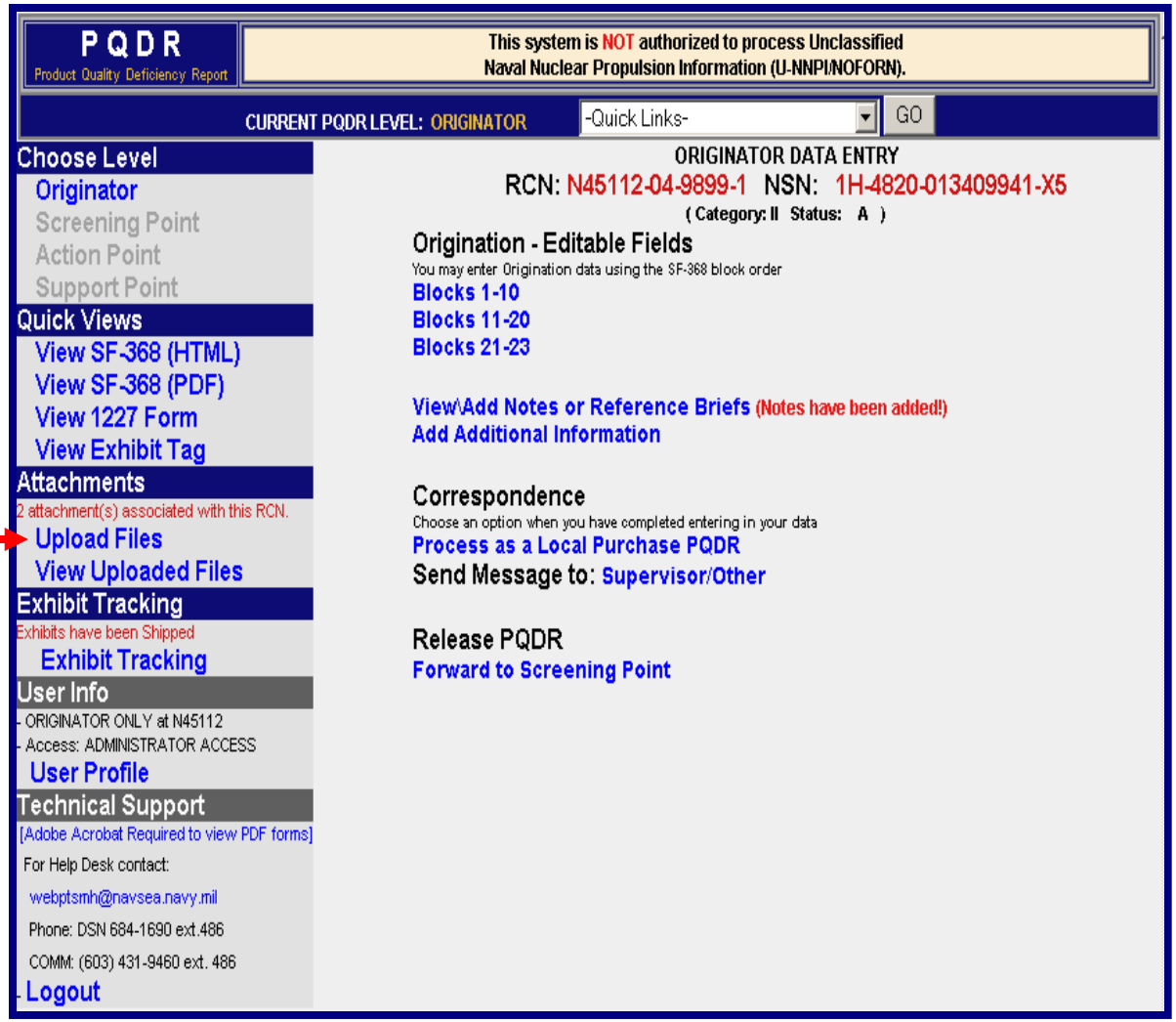
Naval Sea Logistics Center

Upload Files

Attach Files to PQDR

- Click "Upload Files"
  - Images
  - Documents



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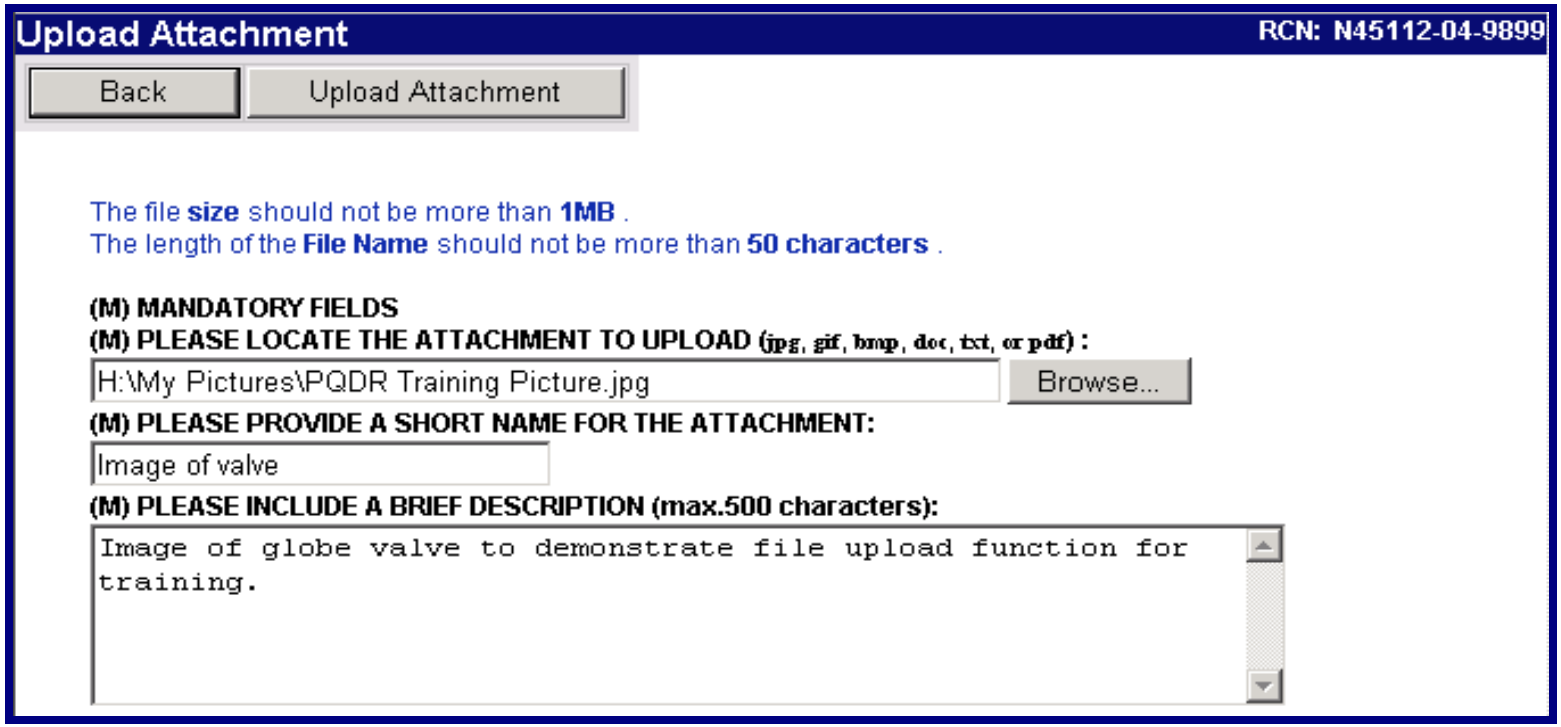
Upload Files


Upload Attachment
RCN: N45112-04-9899
Back
Upload Attachment
The file size should not be more than 1MB .
The length of the File Name should not be more than 50 characters .
(M) MANDATORY FIELDS
(M) PLEASE LOCATE THE ATTACHMENT TO UPLOAD (jpg, gif, bmp, doc, txt, or pdf) :
H:\My Pictures\PQDR Training Picture.jpg
Browse...
(M) PLEASE PROVIDE A SHORT NAME FOR THE ATTACHMENT:
Image of valve
(M) PLEASE INCLUDE A BRIEF DESCRIPTION (max.500 characters):
Image of globe valve to demonstrate file upload function for training.

- **Browse to File, Enter Description**
- **Click "Upload Attachment"**
- **Repeat for Each Attachment**

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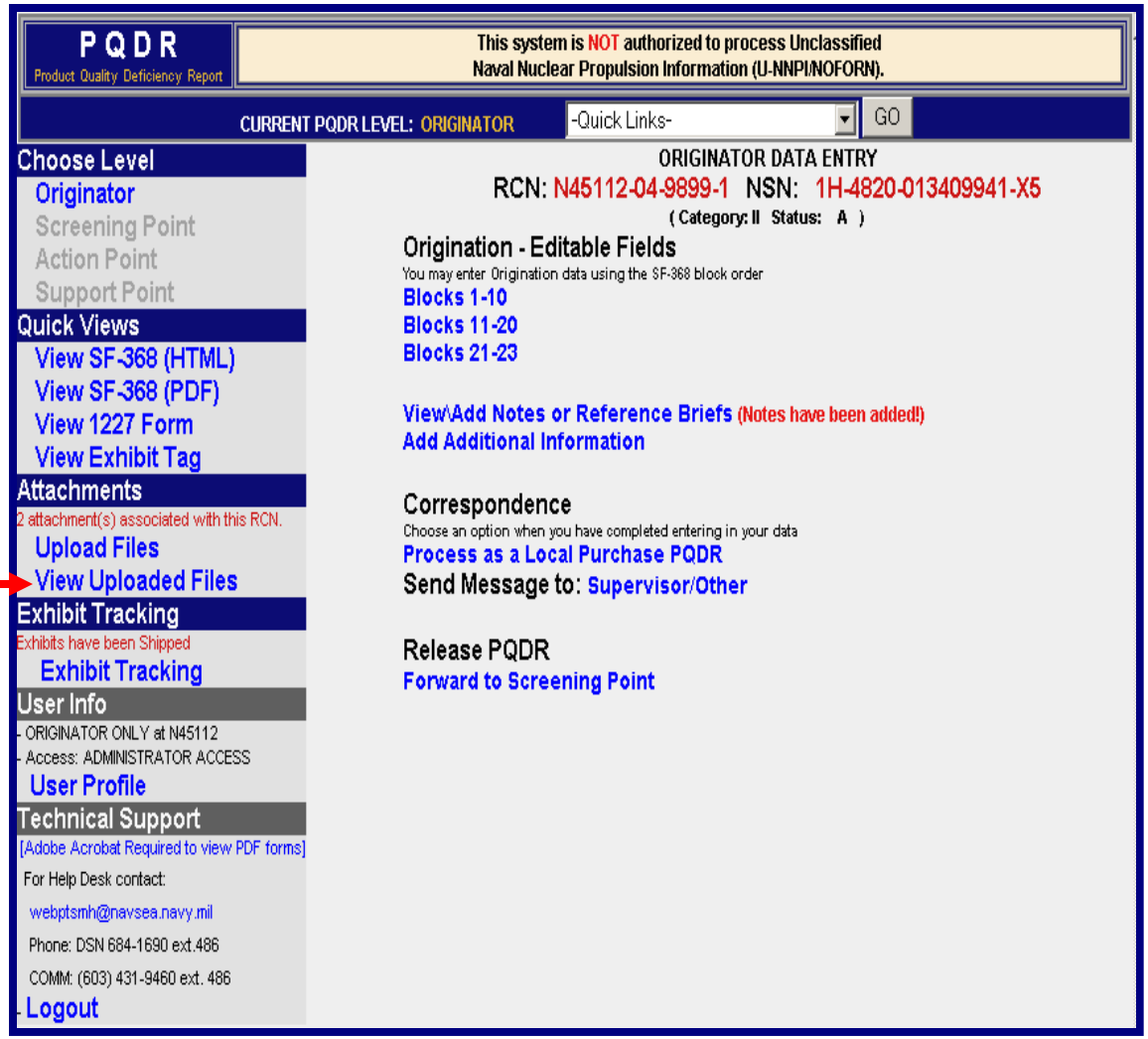
View Uploaded Files

View Uploaded Files Link Appears

- Click “View Uploaded Files”



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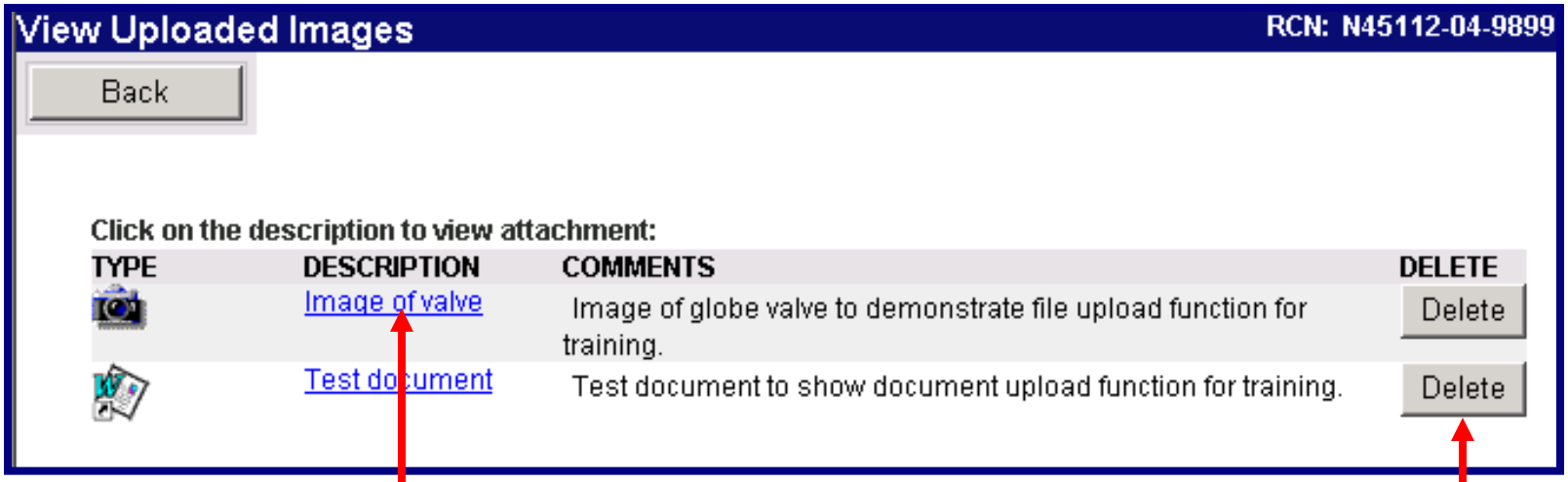
View Uploaded Images



- **Click on Description of File to Open**
- **Click "Delete" to Remove File**

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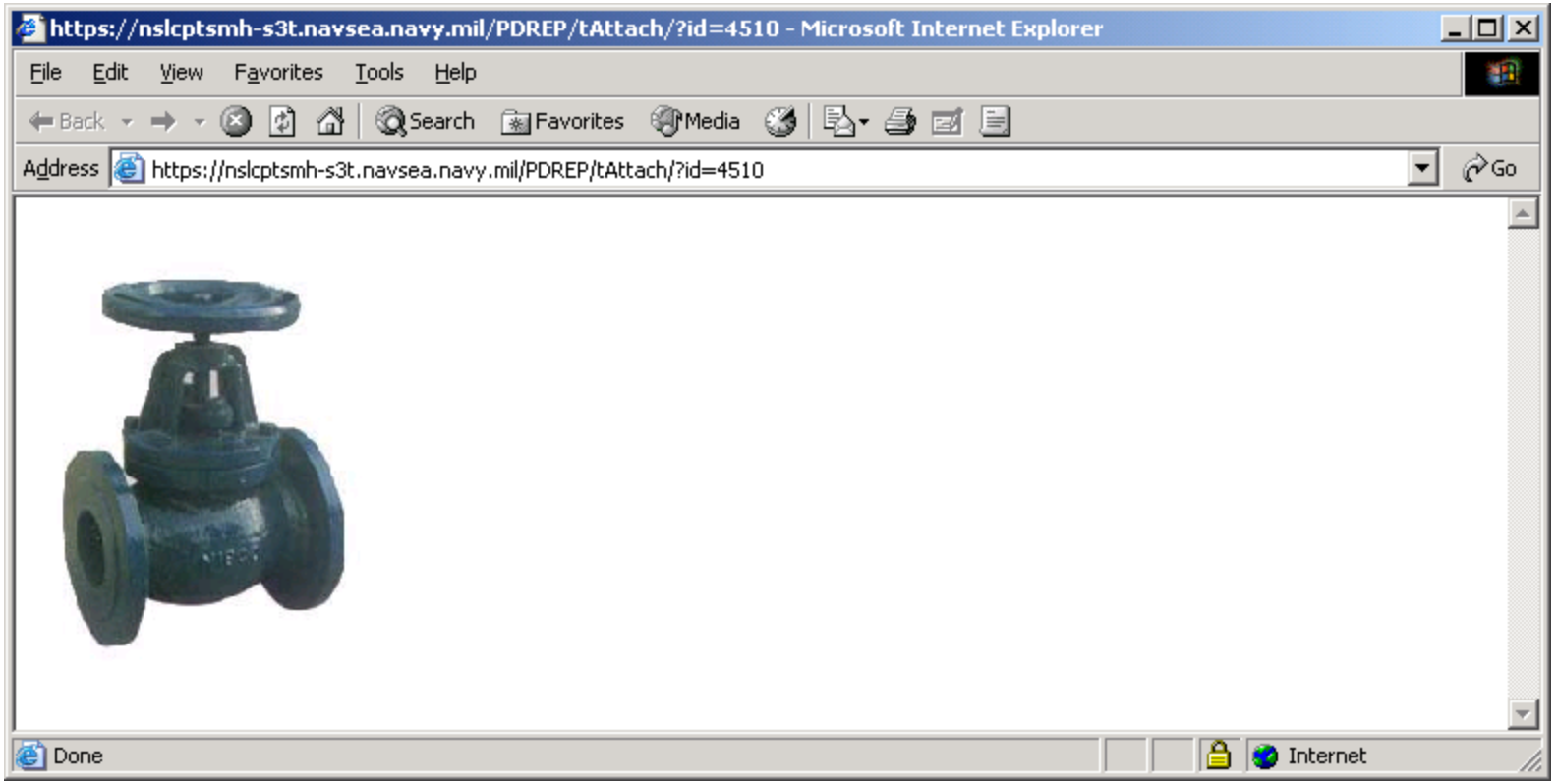
Naval Sea Logistics Center

View Uploaded Images

Uploaded File Opens in New Window



Can Close Window Without Exiting PDREP

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Naval Sea Logistics Center

Exhibit Tracking

Ship and Track Exhibits

- Click "Exhibit Tracking"

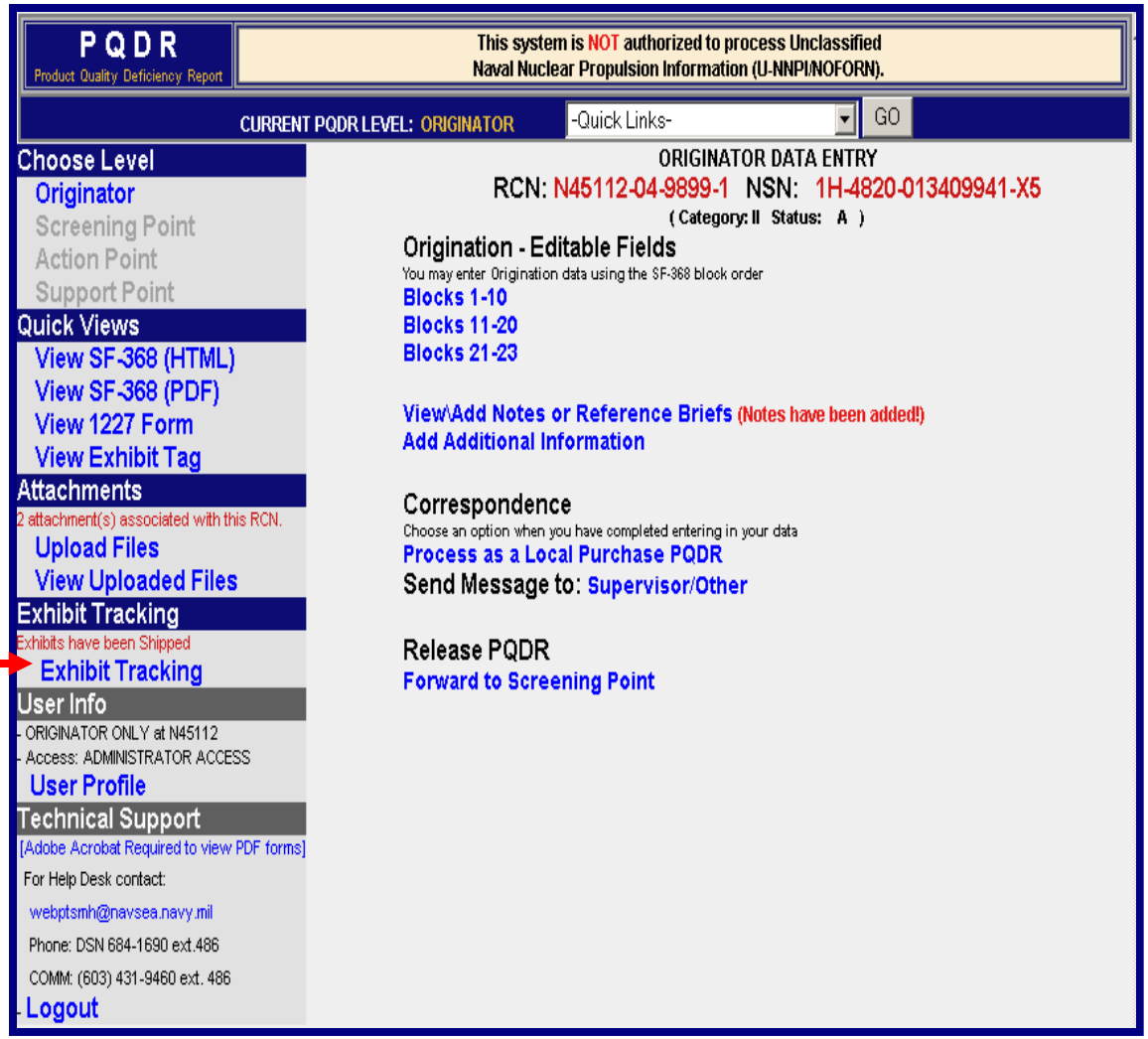

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Exhibit Tracking

PDREP Exhibit Shipment Information (used for exhibit tracking)

Back | Print

Application: QDR Key: N451120498991

ADD NEW EXHIBIT RECORD: ((M) MANDATORY FIELDS)

(M) REQUESTED DATE: (M) SHIPPED DATE: (M) SHIPPED TO (DoDAAC\CAGE): FUND CODE:

(M) DOCUMENT CODE: <Select One> (M) CARRIER: <Select One> SHIPPING NO.:

SHIPPING COMMENTS: (MAX 200 CHARACTERS)

Add Record

CURRENT EXHIBIT DATA:

RECORD\EXHIBIT NO.	REQUESTED DATE	SHIPPED TO DATE	RECEIVED INFO	DOCUMENT CODE	CARRIER	SHIPPING NO.	FUND CODE	TRACKING	COMMENTS	ADDED BY
N451120498991 (EX#:161)	01/28/2004	**71905** 01/29/2004	CLICK TO ACKNOWLEDGE RECEIPT	SUPPLIER	UNITED PARCEL SERVICE	1XYZ23456		Track UPS	SENDER: Please send replacements ASAP.	OONLY N45112 02/06/2004

- **Enter New Exhibit Shipping Information**

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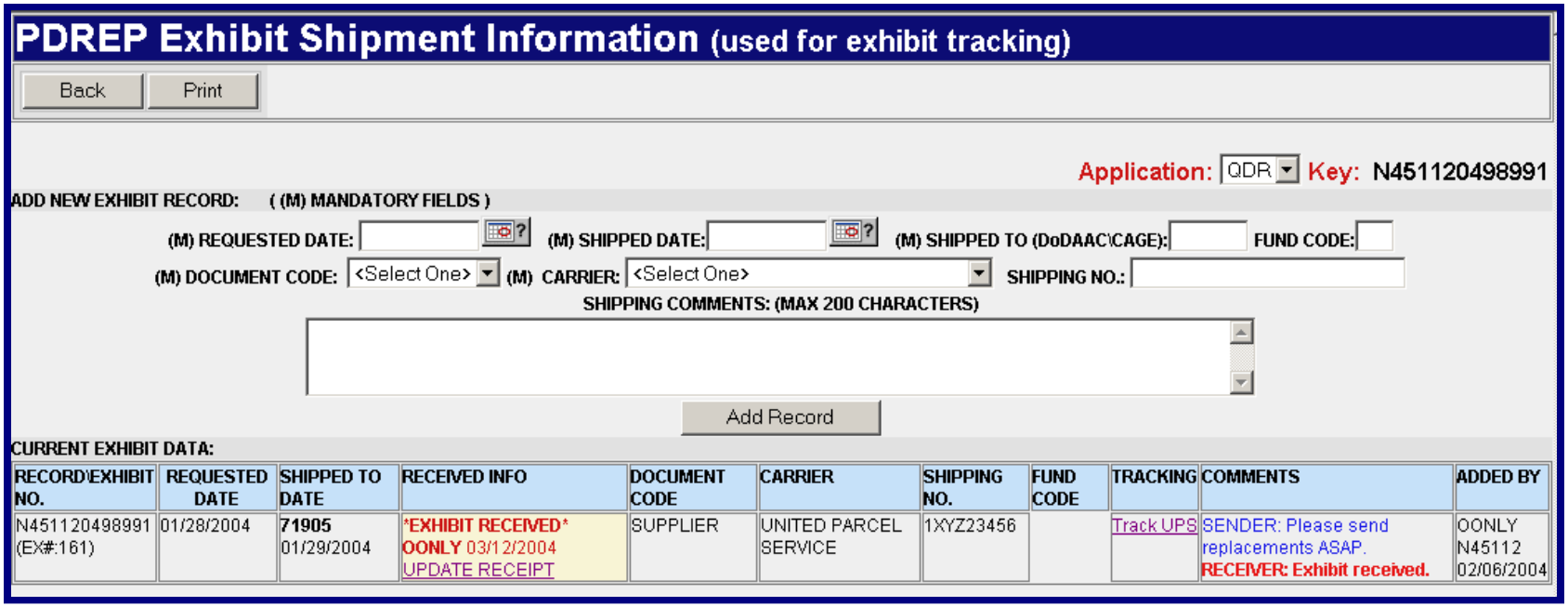
Naval Sea Logistics Center

Exhibit Tracking



PDREP Exhibit Shipment Information (used for exhibit tracking)

Back | Print

Application: QDR Key: N451120498991

ADD NEW EXHIBIT RECORD: ((M) MANDATORY FIELDS)

(M) REQUESTED DATE: (M) SHIPPED DATE: (M) SHIPPED TO (DoDAAC\CAGE): FUND CODE:

(M) DOCUMENT CODE: <Select One> (M) CARRIER: <Select One> SHIPPING NO.:

SHIPPING COMMENTS: (MAX 200 CHARACTERS)

Add Record

CURRENT EXHIBIT DATA:

RECORD\EXHIBIT NO.	REQUESTED DATE	SHIPPED TO DATE	RECEIVED INFO	DOCUMENT CODE	CARRIER	SHIPPING NO.	FUND CODE	TRACKING	COMMENTS	ADDED BY
N451120498991 (EX#:161)	01/28/2004	**71905** 01/29/2004	*EXHIBIT RECEIVED* OONLY 03/12/2004 UPDATE RECEIPT	SUPPLIER	UNITED PARCEL SERVICE	1XYZ23456		Track UPS	SENDER: Please send replacements ASAP. RECEIVER: Exhibit received.	OONLY N45112 02/06/2004

- View Previously Shipped Exhibit Tracking Info
- View Receipt Acknowledgement and Comments
- Track Exhibit Shipment Online

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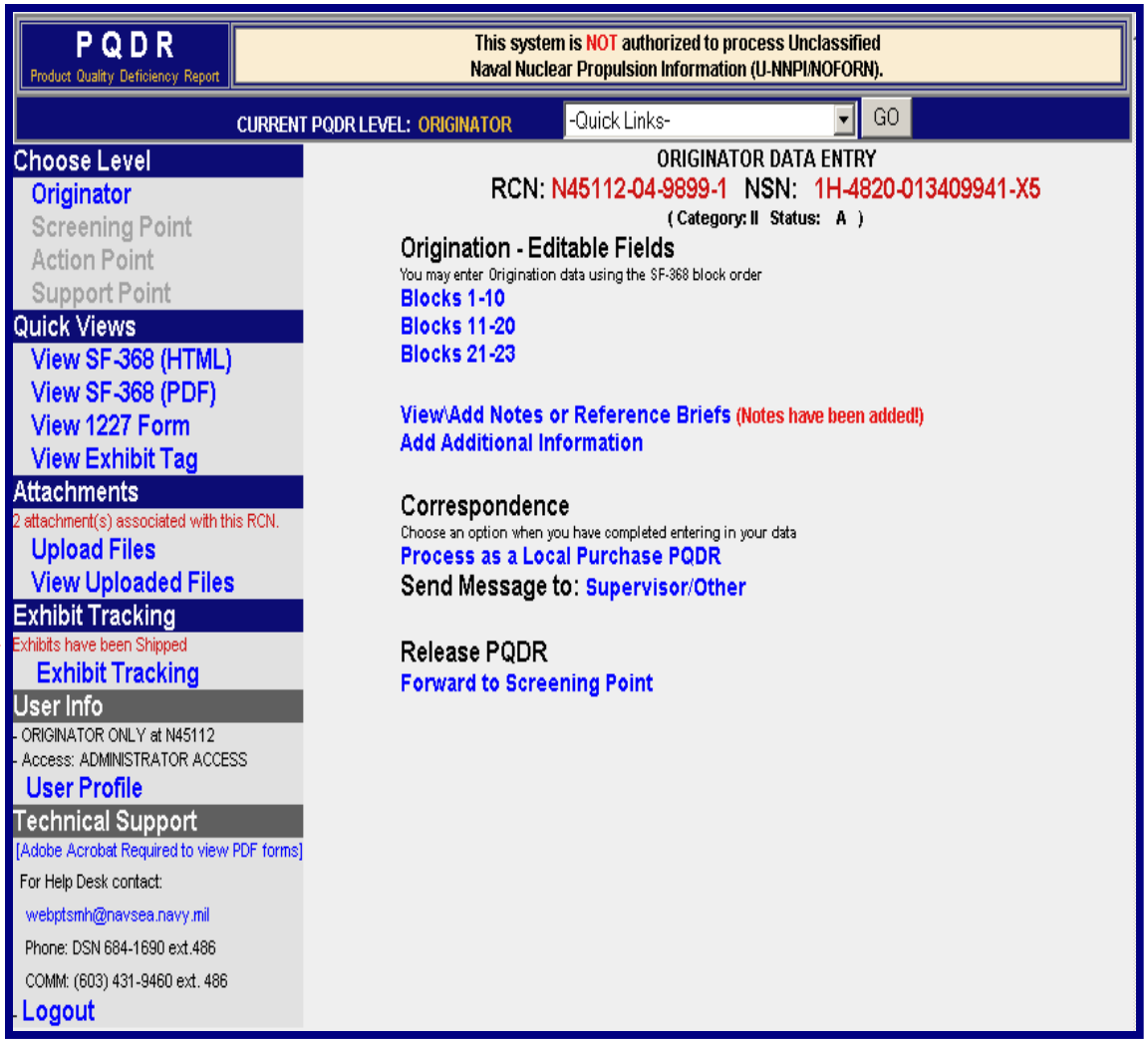
Exhibit Tracking

- **"Exhibits have been Shipped" Alert Appears**



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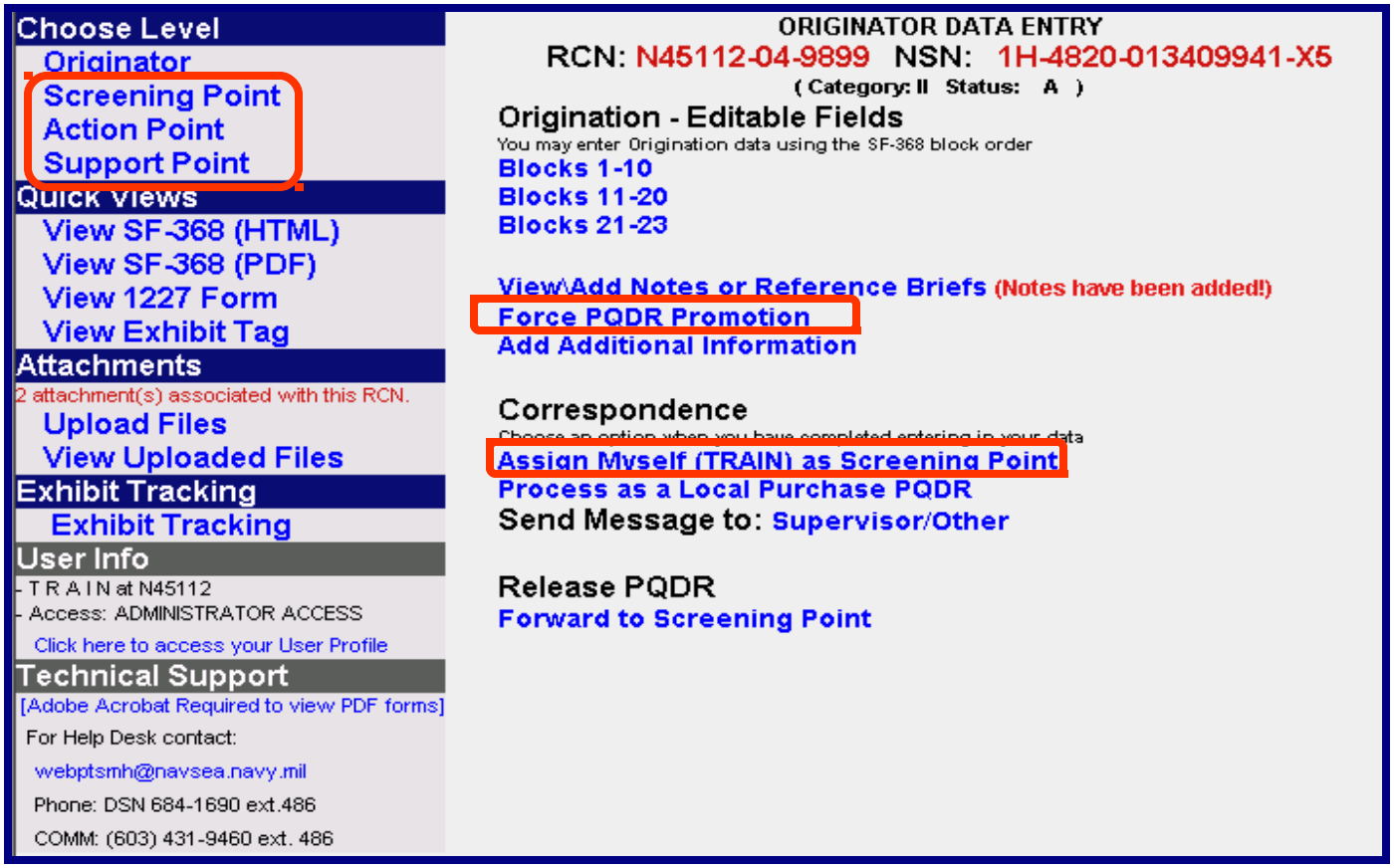
PQDR Base Page



- **Some Links Only Available With Higher Access Levels**
  - **Screening, Action and Support Point Levels**
  - **Force PQDR Promotion**
  - **Assign Myself as Screening Point**

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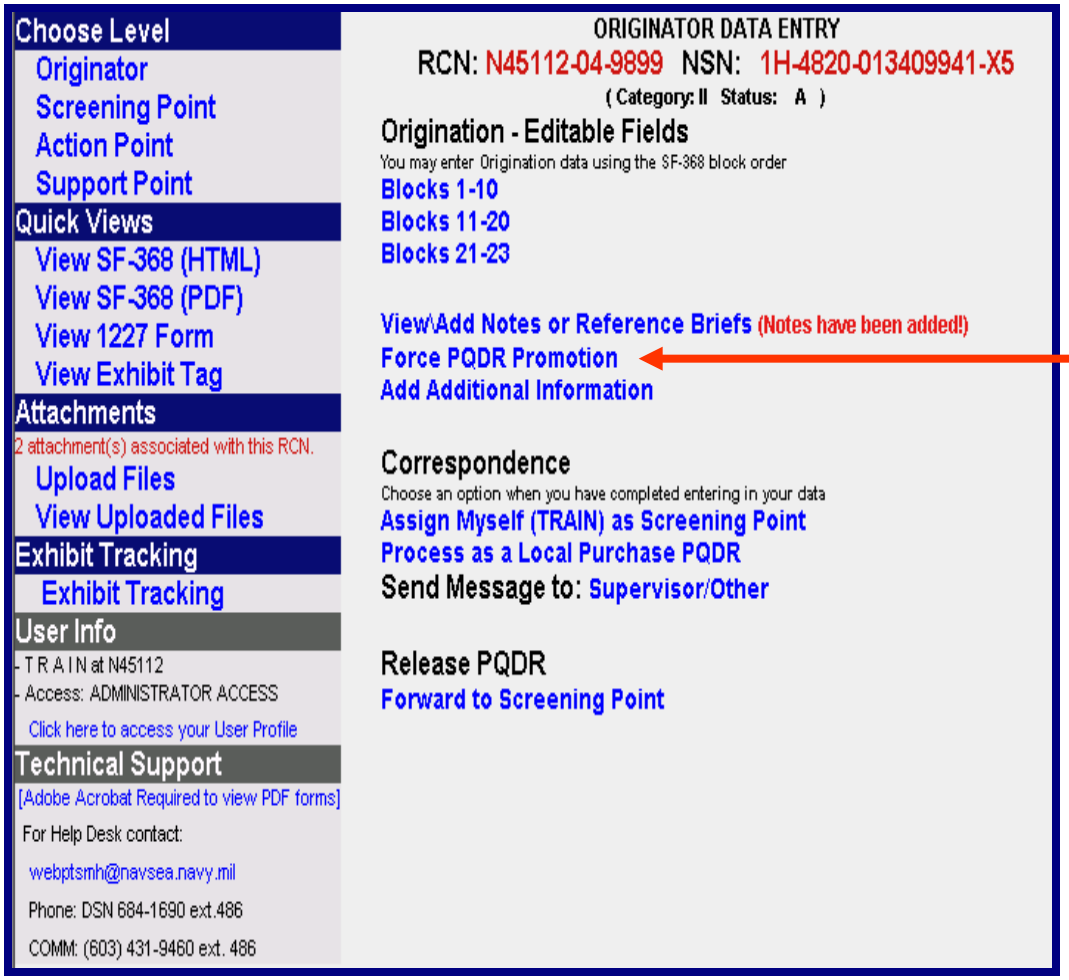
Force PQDR Promotion



- **Force PQDR Promotion**
  - **Force PQDRs Entered Outside System Through Levels**

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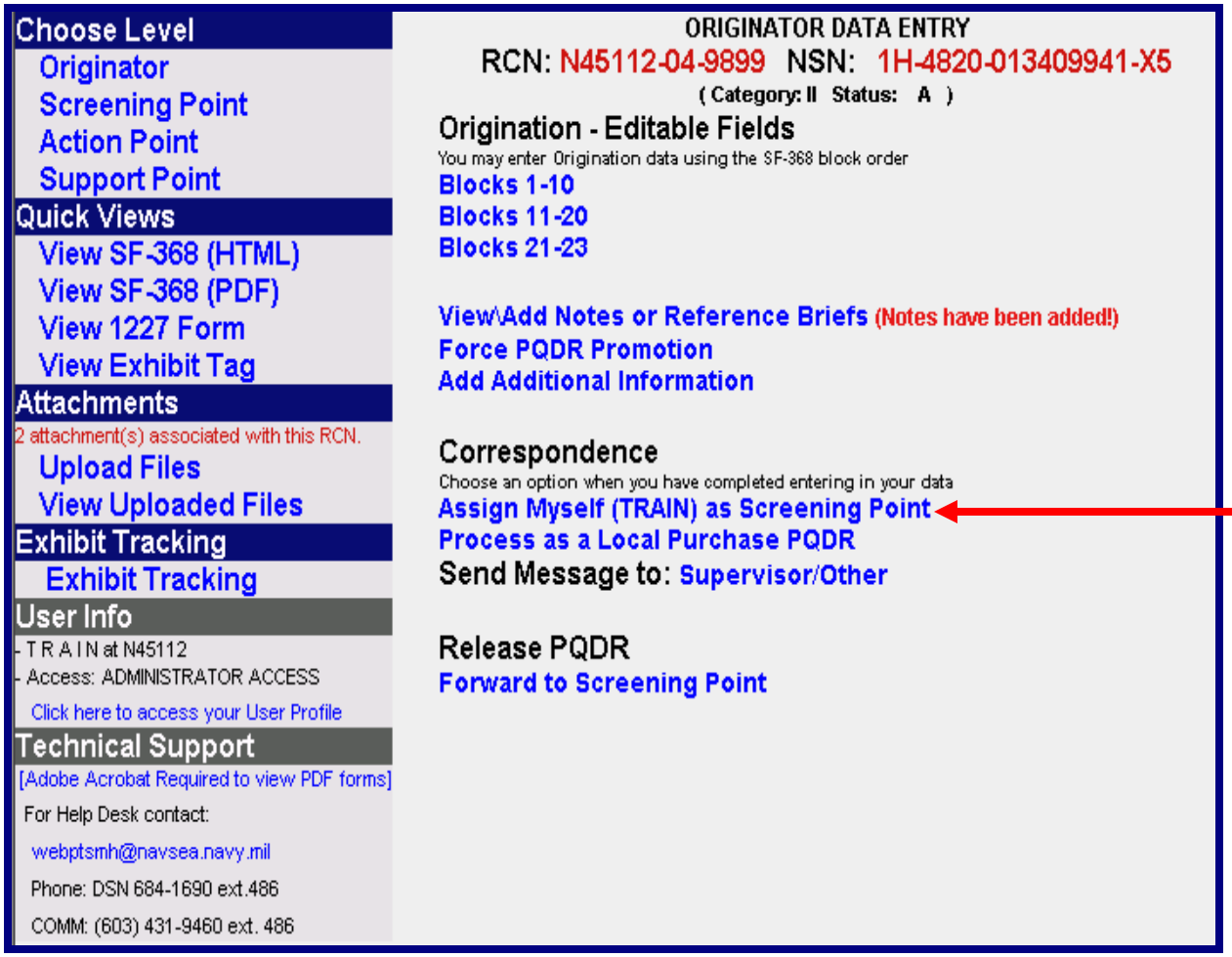
Assign Myself



- **Click "Assign Myself as Screening Point"**
  - **Automatically Assigns - No "Save" Needed**

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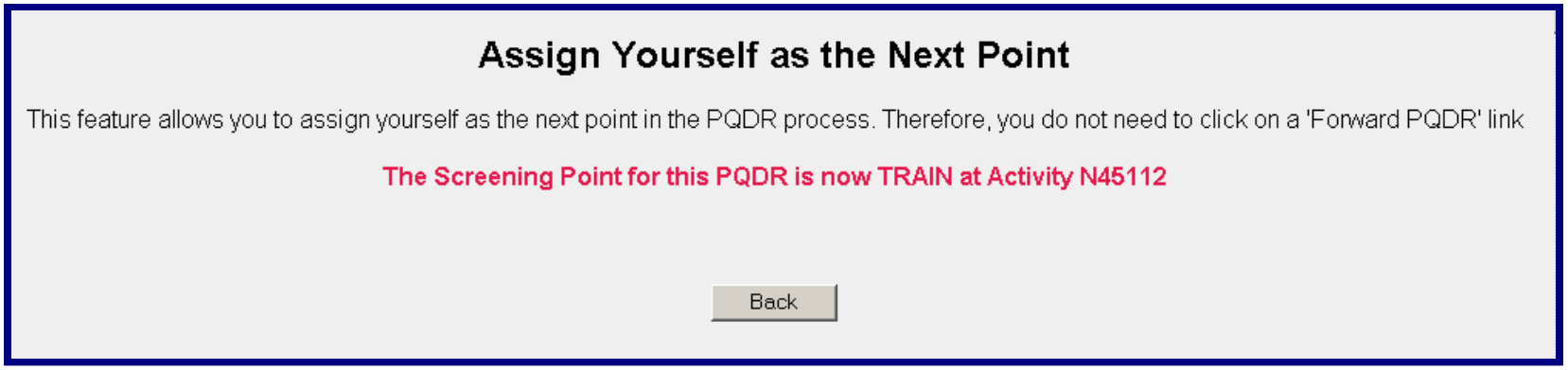
Assign Myself


Assign Yourself as the Next Point
This feature allows you to assign yourself as the next point in the PQDR process. Therefore, you do not need to click on a 'Forward PQDR' link
The Screening Point for this PQDR is now TRAIN at Activity N45112
Back

Confirmation Page Displays

- Click "**Back**" to Return to PQDR Base Page at Screening Point Level

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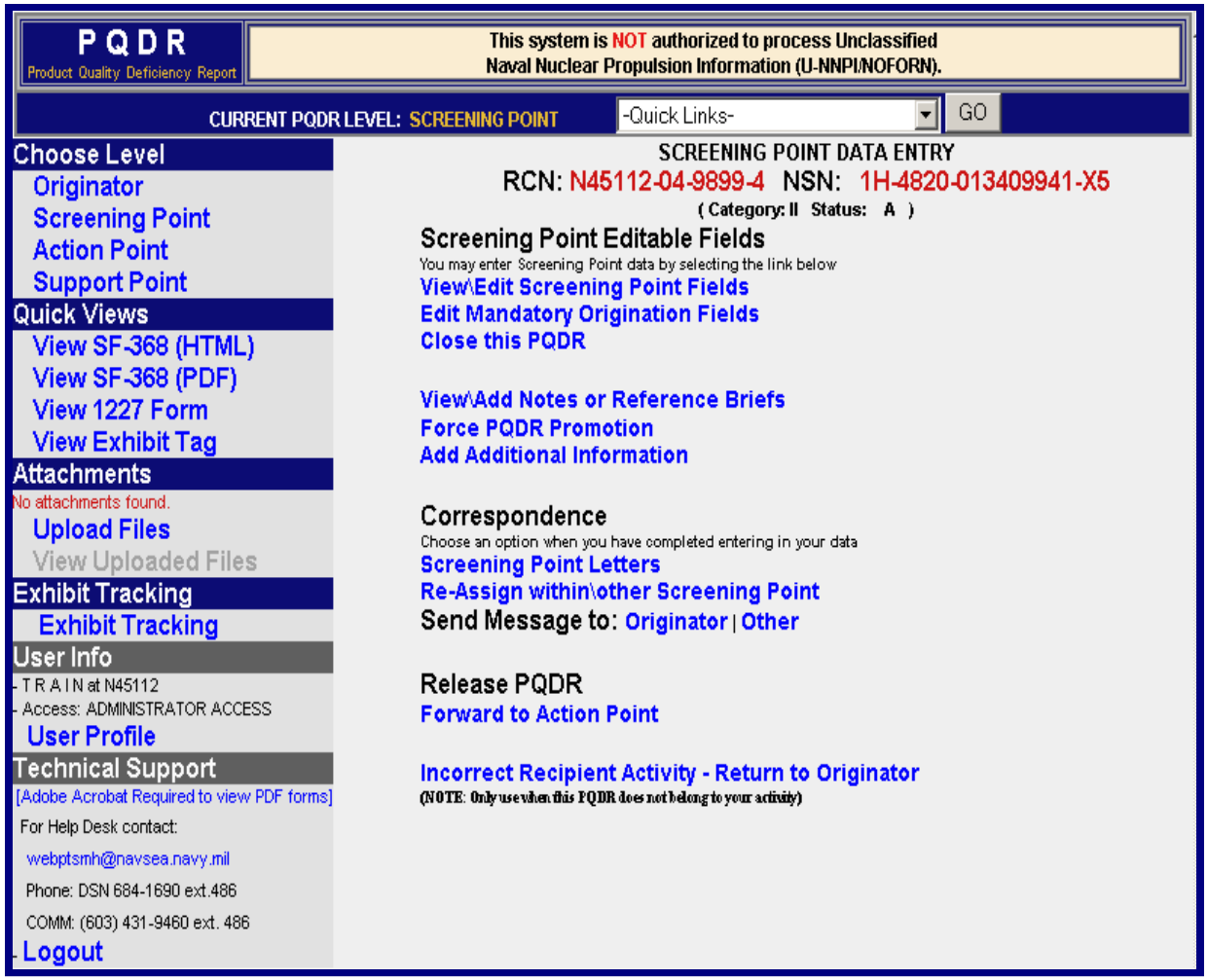
Naval Sea Logistics Center

Assign Myself



PQDR Base Page at Screening Point Level

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Wrap Up

- **Questions?**

- **NSLC Help Desk**
  - **Commercial: (603)431-9460 x486**
  - **DSN: 684-1690 x486**